

Cape Elizabeth Middle School  
**Laptop Take Home Permission 2009-10 Form**

---

Please refer to the "Apple MacBook Take Home Guidelines & Procedures" contained in your child's student agenda or on the web at: [http://capenet.cape.k12.me.us/~cape\\_MLTI](http://capenet.cape.k12.me.us/~cape_MLTI) for further details on each point listed below. Please sign and return this form to your child's homeroom teacher. This signed copy will be kept on file at Cape Elizabeth Middle School.

→ **Please Note:** Only parents of new eighth grade students and parents who did not attend a MLTI orientation meeting last school year will need to attend a meeting before MacBooks will be allowed to go home. Participation in the Laptop Protection Plan is required for laptops to go home

---

**Signing Out**

- The MacBook issued to each student is an educational tool and should only be used in that capacity.
- In order to sign out an MacBook to take home, parents and students must first attend a Family Orientation Meeting.
- Students must plan ahead and inform their homeroom teacher in advance that they will be signing out their computer that day.
- Students must sign out their MacBook and carrying case with their homeroom teacher or an approved seventh grade team teacher.
- Sign outs will occur immediately after school unless alternative arrangements are made with the homeroom teacher.
- MacBooks may not be taken into locker rooms, onto playing fields, courts, etc.
- Students participating in extra curricular activities may store his/her MacBook in their hall locker with a school-issued lock.

This is the only time an MacBook may be stored in a school locker.

**At Home**

- When at home, the MacBook will ALWAYS be used in a common family location with adult supervision.
- Parents/Guardians will have their child's login password in order to supervise student's usage at home.

**Return**

- The MacBook and its carrying case will be signed back in before or during homeroom on the first school day following the day it was signed out.
- Parents will be contacted directly if a student returns to school without the computer and will be expected to bring the computer to school immediately.
- Failure to check the computer back in on time will result in the school revoking the privilege of signing out your MacBook to take home.

**Responsibility**

- If the MacBook is stolen while signed out to you, it should be reported to the local police authorities and Cape Elizabeth Middle School personnel immediately.
- Replacement costs and/or the repair for damages that are not covered by the warrantee and that occur to the MacBook and its carrying case while it is signed out are the sole responsibility of the undersigned parent/guardian. (Replacement cost of an MacBook is about \$1000. Replacement of the screen could cost over \$500)
- If you, as the parent/guardian, would rather that the computers NOT be brought home, you have that right.
- Failure to comply with the school's policy for MacBook sign out may result in your sign out privileges being revoked.

**This form gives permission for 7<sup>th</sup> and 8<sup>th</sup> grade students to take home their MacBook during the 2009-10 school year. I hereby agree to the procedures and expectations outlined in both the "Apple MacBook Take Home Guidelines & Procedures" and the "Apple MacBook Take Home Permission" sheets.**

I agree to take full responsibility, including financial responsibility, for the Apple MacBook while my child has signed it out for home use.

I do not wish my son/daughter to take his/her MacBook home at this time.

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_