

General Handling and Required Care of the iBook/MacBook

- Student and Parent/Guardian will be charged for any damage, neglect, or loss of an Apple iBook/MacBook and accessories (*the required SafeWare insurance coverage limits liability to \$100 deductible per incident in the case of theft or accidental damage*). A police report is required for any lost or stolen iBook/MacBook. Lost or damaged accessories (power adapter, keyboard, etc.) less than \$100 are not an insurance claim and must be paid by the student/parent/guardian.
- Any inappropriate use, neglect or damage to an Apple iBook/MacBook observed by any student must be reported to the teacher immediately.
- **Do not mark the Apple iBook/MacBook in any way** with markers, stickers, etc. Each Apple iBook/MacBook is labeled with a district identification barcode. Do not remove this sticker.
- For your own health, when using the computer, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Apple iBook/MacBook.
- Do not eat or drink near the Apple iBook/MacBook. There should never be any food or drink around the iBook/MacBook either at school or at home. Damage due to spilled substances may not be covered by laptop insurance.
- Use the Apple iBook/MacBook on a flat, stable surface. (The top of a stack of books is not a stable surface!) A computer that falls on the floor may be irreparably damaged.
- After shutting down/powering off the Apple iBook/MacBook, it should be gently closed from the top center of the screen.
- When not in use, the iBook/MacBook shall be put to sleep, and gently placed in the storage sleeve.