

MacBook Neo Handbook

The goal of the 1:1 program at The Unquowa School is to create an environment where students can have anytime/anywhere access to digital content to enhance their learning in the classroom.

MacBook Neo Distribution

Disbursement

- MacBook Neos will be distributed at the beginning of each school year and students will keep their device until they leave Unquowa School. Devices will be retained by students over the summer.
- Parents/Guardians and students must digitally sign acknowledgement of this handbook on the MacBook Neo Handbook Agreement form found on their family fact sheet.

Returning your MacBook Neo

- MacBook Neos will have an Unquowa School asset tag on them and this tag must not be removed or altered in any way.
- Students leaving The Unquowa School must return MacBook Neos to the Unquowa School

MacBook Neo Care and Use Guidelines

MacBook Neos are the responsibility of the student. This device will be yours for the duration of your time at The Unquowa School. Take good care of it! MacBook Neos that are broken or fail to work properly must be taken to the IT Department as soon as possible so that they can be repaired. Do not take MacBook Neos to an outside computer service for any type of repairs or maintenance.

Transporting Your MacBook Neo

- Never transport your MacBook Neo with the power cord plugged in. Never store your MacBook Neo in your carry case or backpack while plugged in.
- Never move a MacBook Neo by lifting it from the screen. Always support a MacBook Neo from its bottom with the lid closed.
- In bad weather, transport MacBook Neos in a resealable waterproof bag (i.e. ziplock gallon bag)

Protecting Your MacBook Neo

- No food or drink should be near your MacBook Neo.
- **Case use is required.**
- MacBook Neos themselves must remain free of any writing, drawing, or stickers unless the MacBook Neo is protected with a removable skin or hardshell case. An identification label with the student's name is acceptable on the MacBook Neos.
- Vents cannot be covered when in use.
- MacBook Neos should always be kept in a cool, dry area (avoid bathroom and kitchen sink areas)
- Cords, cables, and removable storage devices must be inserted carefully into the MacBook Neo.

Screen Care

- The MacBook Neo screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the MacBook Neo when it is closed.
- Do not store the MacBook Neo with the screen in the open position.
- Do not place anything near the MacBook Neo that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using your MacBook Neo at school

- Each student is responsible for charging their MacBook Neo each evening for use during school. Additionally students are responsible for keeping track of their MacBook Neo and charger throughout the school day.
- In addition to teacher expectations for MacBook Neo use, school messages, announcements, calendars and schedules may be accessed using the MacBook Neo.

Apple Classroom and Jamf

- Student MacBook Neos are monitored and protected at all times including outside of school hours. This monitoring provides an extra layer of protection for the student to ensure they are not utilizing the school issued MacBook Neo for anything inappropriate. Any inappropriate behavior reported by Apple Classroom is sent to the IT Department. Disciplinary consequences are addressed by the Assistant Head of School

Accounts

- Students will only be able to log in using their assigned @myunquowa.org gmail account.
- Students should always use the MacBook Neo with their own account.
- Inappropriate media may not be used as a screensaver or background.
- Take care to protect your password. Do not share your password.

Electronic Communication (email)

- **In general, all aspects of the Acceptable Use of Technology Policy apply**
- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email communications during the school day should be limited to with teachers only. Communicating with students during the school day will result in being placed in the penalty box for 24 hours.

MacBook Neo Support and Repairs

Technical Support

- If a student has an issue with a MacBook Neo, it should be brought to the IT Department.
- The IT Department will assess the machine and determine if a repair can be made.
- **Student MacBook Neos are covered under an Applecare warranty that covers the costs of a repair up to the full retail value of the MacBook Neo.** Any additional repairs beyond this are the responsibility of the family. The extended warranty does cover 3 battery replacements.
- **If it is determined that the machine cannot be repaired, a new MacBook Neo will be purchased by the school and the family will be billed for the cost of the replacement.**

Loaners

- Loaner MacBook Neos will be issued to students when they leave their MacBook Neo for repair.
- **Students using loaner MacBook Neos will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if a loaner is lost, broken or stolen.**