**Barber Middle School Technology Care Plan 2024-2025**

Barber Middle School students are expected to:

* Come prepared to school each day with a charged laptop.
* Use the laptop appropriately during class and at home. This laptop is for school-related purposes only.
* Immediately report a lost, stolen, or missing laptop to the teacher and/or Library Media staff.
* Follow procedures to report any issues with the laptop to a teacher and/or Library Media staff.
* Keep the laptop protected in the case at all times.
* Keep all food and drink away from the laptop.
* Check for updates on a monthly basis. This is found in the start-up menu.
* Use only District-approved software located in the Company Portal. **Downloading unauthorized files is strictly prohibited.**
* Adhere to Middle School Student Code of Conduct policies related to technology (W. District Technology Offenses)
* Reduce screen brightness for longer battery life.
* Keep laptop and power cord in a secure location when not in use.
* Keep the laptop free of markings, doodles, and stickers.
* Understand that they are responsible for the laptop that has been loaned to them by the county and must do their best to keep it safe and in good workable condition.
* Understand that repeated incidences that makes my laptop unusable or in need of repair may result in:
  + The loss of my technology privileges, AND/OR
  + Administrative consequences