

York Middle School
Apple iBook Sign Out Procedure Summary

In order to take a laptop home, parents and students must sign and return this form.

Signing Out:

- The iBook issued to each student is an educational tool and should only be used in that capacity.
- Students must inform their homeroom teacher in advance that they will be signing out their computer that day.
- Students must sign out their iBook and carrying case with their homeroom teacher.
- Sign outs will occur immediately after school unless alternative arrangements are made with the homeroom teacher.
- iBooks may not be taken in locker rooms, on playing fields, courts, etc.
- Arrangements with parents for iBook pick-ups must be made in advance for students participating in extra curricular activities. **Laptops may not be left in locker rooms, or in gymnasium seating areas.**

At Home:

- When at home, the iBook should 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:

- **At home be sure your iBook is fully charged for the next school day. Do not charge the laptop in its case as it may overheat and cause permanent damage to the system.**
- The iBook and its case will be signed back in 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 iBook to take home.

Responsibility:

- If the iBook is stolen while signed out to you, it should be reported to the local police authorities and York Middle School personnel immediately.
- Damages, replacement costs and/or repair to the iBook not covered by the warrantee and/or the YMS protection plan are the sole responsibility of the undersigned parent/guardian.
- Failure to comply with above guidelines may result in your sign out privileges being revoked.



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I hereby agree to the procedures and expectations outlined in both the Apple iBooks Guidelines and the Apple iBook Sign Out Procedure. I understand that my child must have purchased the laptop protection plan before he/she may take the laptop home.

Student signature: _____ Asset Tag# _____

Teacher: _____ Home Room#: _____

Parent/Guardian Signature _____ Date _____

Permission to Sign-Out iBook Circle one YES NO