

**Marion Charter School  
Computer Lab and Library Policy and Consent for Use  
2017-2018**

Dear Parents:

Please read the following important information about our school's Library and Computer Lab.

**Computer Lab Policy 2017-2018**

The Computer Lab consists of 28 computers, equipped with Internet access and access to educationally relevant programs.

It is the school's responsibility to maintain the Computer Lab and insure each computer is operational, to the best of its ability, noting that there may be periods of time where computer(s) are non-operational due to repairs and service.

Each classroom has access to the Computer Lab for 30 minutes daily with adult supervision provided by an instructional assistant or teacher.

Each computer has been assigned a number. In each class, a child will be assigned a computer number and will only be allowed to use their assigned computer. Student names and assigned computer numbers will be recorded and maintained by the instructional aide and/or teacher.

In the event that the computer is out of service, the child will be assigned an alternate computer to use during that time.

If there is not an alternate computer, the child will be allowed to share with a partner, and the child will be temporarily assigned to a shared computer.

**Damage Assessment**

Any damage to any computer, headphone, or mouse in the Computer Lab will be recorded daily in the Damage File during lab set up. This list will be made available to all supervising adults during the day, in order to provide accurate documentation of damages.

After the class has completed their Computer Lab time, it will be the responsibility of the supervising adult to check each computer, mouse and headphone set for damage.

If a computer or its accessories are found by the supervising adult to be damaged, the damage will be noted in the Damage File, in order to make other supervising adults aware of these new damages.

Parental Contact will be made for intentional (through abuse of devices) student damages to devices in the Computer Lab. Students responsible for intentional damage to a computer, mouse, headphone or other equipment in the Computer Lab will assume responsibility for the damages, which may require service or replacement.

If restitution for damages to devices in the Computer Lab is not made, the responsible student will no longer have access to the Computer Lab. During the Computer Lab time, the student will work on classroom assignments while supervised in the Computer Lab by the instructional assistant or teacher.

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**Student Use of Computers**

Each day, the classroom teacher has assigned a specific computer program for the class to access during Computer Lab time.

It is the responsibility of the student to access the assigned programs **ONLY**.

Students found to be accessing other Internet sites, adding or deleting icons to the computer's desktop, changing the desktop background or password, saving items to the desktop or downloading items to the desktop will forfeit their access to the Computer Lab and will complete classroom assignments while being supervised in the Computer Lab.

**Please note: Students may not be permitted to continue to utilize the Computer Lab or check out books until this form has been completed and returned to Marion Charter School.**

**It is REQUIRED for your child to have his/her own headphones/earbuds to use in the Computer Lab. The headphones/earbuds will be kept in the Computer Lab and will be used by ONLY your child.**

**School Library and Book Check Out Policy 2017-2018**

Our school library is available for students to check out books on a weekly basis. When students check out books, they are taking full ownership of the books, and are responsible for maintaining the condition of the books, and for returning them on time. With parental consent, students are permitted to take borrowed books home to read. If a book is lost or damaged, the student is responsible for the replacement value of the book. The student will not be able to resume checking books out until the lost or damaged book has been paid for.

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**Please sign and return this form giving and/or denying access to our school's computers and library books for check out. This form must be returned to school no later than Friday, August 18, 2017 in order for your child to utilize these resources.**

**Student Signature**

By signing the Computer Lab Policy and Consent for Use and Library Book Check-Out Policy, I am stating that I have read the information listed above.

I understand that I am to treat the equipment in the Computer Lab and my books I check out respectfully, and causing any damage to any device(s) in the Computer Lab or library books will make me responsible to replace or repair the device(s).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Signature**

By signing the Computer Lab Policy and Consent for Use and Library Book Check-Out Policy, I am stating that I have read the information listed above.

I understand that should my child be responsible for damage to any device(s) in the Computer Lab or library books checked out, replacement or restitution is the responsibility of the student and his/her family.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**If you do not wish for your child to check out library books, please indicate below by checking the box and providing your signature.**

\_\_\_\_\_ I do NOT give my permission for my child to borrow library books from school

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**RETURN THIS FORM TO SCHOOL  
BY FRIDAY, AUGUST 18, 2017**