



2022-2023
**ENROLLMENT
PACKET**

Complete all forms and return to:

MADISON VIRTUAL ACADEMY

Joddi Mills, Director
EMAIL: jmills@madison-academy.org
PHONE: (810) 373-2090
FAX: (810) 963-7741

Or you can return the documentation to one of the following Offices:
Madison Academy High School: 3266 S. Genesee Rd. Burton, MI 48519
Madison Academy Elementary/Middle School: 6170 Torrey rd. Flint, MI 48507

Dear Parent or Guardian:

Welcome to Madison Virtual Academy. I'm pleased to inform you that your child's application is being considered for enrollment. We are excited about the educational opportunities we will be able to offer the students in our community.

To officially enroll your child in Madison Virtual Academy for the **2022-2023** school year, a student must be entering any grade from K–12th and complete the following steps:

- 1 Submit a complete enrollment form for each child attending Madison Virtual Academy.
- 2 Include with the application:
 - A copy of the applicant's birth certificate
 - A copy of the applicant's most recent report card (grades K-8)
 - A full transcript (grades 9-12)
 - A copy of the applicant's complete immunization record.
 - Please Note: If you object to having your child immunized, a waiver must be completed at the Genesee County Health Department. Please call (810) 257-3612, for additional information or to schedule an appointment.
 - A copy of the applicant's most recent IEP (special education only)

Special Note: Enrollment will be considered incomplete unless ALL indicated items are completed and returned.

If you have any questions, please feel free to call us at: 810-373-2090

Sincerely,
Joddi Mills
Director
Madison Virtual Academy

Enrollment Form
Please print or type all information
2022-2023 School Year

Enrollment Information: **Grade in 2022-2023** _____

Student Name (as it appears on birth certificate):

Last _____ First: _____ Middle: _____

Name your child goes by: _____ Gender: Male / Female

School District in which student lives: _____

Address: _____ City: _____ State: _____ Zip: _____

Student Phone Number: _____ (Leave blank if they don't have one)

Date of Birth: _____ Place of Birth: _____ Age: _____

(As it appears on birth certificate)

Ethnicity: African American / Asian / Caucasian / Hispanic / Native American / Other _____

Primary language spoken in the home _____

Previous School Attended _____

Highest Grade Completed _____

Does your child have an IEP (Attach Copy)? Yes _____ No _____

Does your child have a 504 (Attach Copy)? Yes _____ No _____

Parent/Legal Guardian Information:

Parent/Legal Guardian Name (1): _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

Cell Phone Number: _____ Alt. Number: _____

Email Address: _____ **(Mandatory)**

Work Place: _____ Hours of Employment: _____

Parent/Legal Guardian Name (2): _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone Number: _____ Work Phone Number: _____

Cell Phone Number: _____ Alt. Number: _____

Email Address: _____ (Needed for Virtual)

Work Place: _____ Hours of Employment: _____

REQUIRED EDUCATION INFORMATION

Student Name _____

Last _____ First _____ Middle _____
 Date of Birth _____ Age _____ Grade _____

Previous School attended? _____

Is your child currently under suspension? Yes _____ No _____

From what school? _____

Date(s) _____

Reason(s) _____

Has your child been expelled? _____

What school? _____

Date(s) _____

Reason(s) _____

Has your child been retained? _____ Grade(s) _____

What school? _____

Signature of Parent/Legal Guardian

Date _____

SPECIAL EDUCATION INFORMATION

If you child **DOES NOT** have an IEP or 504 plan check the box ☐

-If you checked the above box you can sign the bottom of this sheet and move on to page 4.

Student Name _____
 Last _____ First _____ Middle _____
 Date of Birth _____ Age _____ Grade _____

Does your child have a current IEP ? _____

Does your child have a current 504 Plan? _____

Previous School attended? _____

Has your child been expelled? _____

What school? _____

Date(s) _____

Reason(s) _____

Has your child been retained? _____ Grade(s) _____

What school? _____

Signature of Parent/Legal Guardian

Date _____

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

Date: _____

Student's Name _____ Age: _____

Date of Birth: _____ Highest Grade completed: _____

School Releasing Information:

Name of School

Street Address

City, State, Zip Code

Records Requested:

Phone #

___ Standard Education Report

___ Immunization Record

___ VHD certificate

___ Psychological Report

___ Spec. Ed & IEP

___ Gifted Eligibility

___ ESOL & ESL Record

___ Disciplinary Report

___ Other _____

Is the student currently under suspension ___ Yes ___ No

If Yes, for how long? _____

For what reason? _____

This release also confirms that this student has not been expelled by a former school due to a "Weapons in schools" infraction or "physical or verbal assault" infraction.

Signature of Parent/Guardian confirming release information and no "Weapons in Schools" or "physical or verbal assault" infraction.

Signature of Former School Administrator confirming above

Please send information to:

Madison Virtual Academy

3266 S. Genesee Rd.

Burton, MI 48519

Fax #: 810-963-7741



Parent Consent Page 2022-2023

I, _____, responsible for, _____,
Print parent/guardian name Print student name

acknowledge that my child will be a Full-Time Virtual student at Madison Virtual Academy. I understand and agree that my child will be receiving their education online/virtually from Michigan certified teachers in each of their classes. I agree to virtual education for this school year and each school year following, if I choose to continue.

Parent Signature: _____ Date: _____



McKinney -Vento Questionnaire

Parent Name _____ Contact Phone Numbers (home) _____
Student Name _____ (work) _____
Current Street Address _____ (cell) _____
City, State, Zip code _____ (other) _____

Previous Street Address _____

Information provided on this form is confidential.

Please indicate your current living situation:

- ☐ Own your own home
☐ Renting a home/apartment
☐ Sharing the housing of other persons due to: (check one)
☐ Loss of housing, economic hardship, or a similar reason
(example: evicted from home, etc.)
Explain: _____
☐ Long-term, cooperative living arrangement to save money or a similar reason
☐ Other (please specify): _____
☐ In a motel, hotel, campground or similar setting due to: (check one)
☐ Lack of alternative adequate accommodations, explain: _____
☐ A convenient living arrangement or waiting for apartment or house to be ready
☐ Other (please specify): _____
☐ In emergency or transitional shelters such as domestic violence or homeless shelters or
transitional housing through a shelter or agency - Name _____
☐ Have a primary nighttime residence that is a place not designed for or ordinarily used as a
regular sleeping accommodation for humans
☐ In cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations,
or similar settings.
☐ Foster parent providing residence for Madison Student

Please indicate the duration (years and months) of your stay at your above checked response.
_____ years _____ months.

Please return this form to the Main Office. Thank you.

STATE BOARD OF EDUCATION
APPROVED HOME LANGUAGE SURVEY*

The _____ is collecting information regarding the language background of each of its students. This information will be used by the district to determine the number of children who should be provided bilingual instruction according to Sections 380.1151 - 380.1158 of the School Code of 1976, Michigan's Bilingual Education Law. Would you please help by providing the following information?

Thank you very much for your cooperation.

Name of Student _____ Grade _____ Age _____

School Building _____

1. Is your child's native tongue a language other than English?

☐ Yes

☐ No

What is that language? _____

2. Is the primary language¹ used in your child's home or environment a language other than English?

☐ Yes

☐ No

What is that language? _____

Signature of Parent
or Guardian

Address

Date

¹"Primary language" means "dominant language used by a person for communication."

*Translation of this survey form in Spanish, Arabic, French, Italian, and Ojibwa is available at the Office of Field Service.

School District Name
Address 1
Address 2
City, State Zip
Phone:
Email:

Household Information Survey

SCHOOL USE ONLY

Approved for:

1 ☐ 2 ☐

To determine eligibility for various additional state and federal program benefits that your child(ren) may qualify for, please complete, sign and return this application to _____ (school name).

These sections must be completed by the head of household or designee.

PART A. SIZE OF FAMILY - Enter the total number of individuals living in your household, including all adults and children →

PART B. CURRENT BENEFITS - Complete below if applicable

If any member of your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: _____

Case Number: _____

PART C. STUDENT INFORMATION - Complete for each student Pre-K through 12th Grade

Last Name	First Name	Birth Date XX-XX-XXXX	School	Identify H if Homeless M if Migrant R if Runaway F if Foster
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

If you need additional lines, attach a second sheet to this survey or attach a copy of this survey clearly marked as a **Page 2**.

PART D. TOTAL MONTHLY HOUSEHOLD INCOME - Report income for all members of household excluding Foster Children. If you have reported a case number above, you do not need to fill in this section. Simply sign and date form.

Type of Income	Income	Circle if No Income
1. Gross Monthly Earnings: Wages, Salary, Commissions	\$	None
2. Monthly Welfare Payments, Child Support, Alimony	\$	None
3. Monthly Payments from Pensions, Retirement, Social Security	\$	None
4. Monthly Dividends or Interest on Savings	\$	None
5. Monthly Worker's Compensation, Unemployment, Strike Benefits	\$	None
6. Other Monthly Income (SSI, VA, Disability, Farm, other)	\$	None
Total Monthly Household Income (Add lines 1-6)		\$

PART E. SIGNATURE - If Income Section is completed, the adult signing the form must also list the last four (4) digits of his or her Social Security Number or check the "I do not have a Social Security Number" box below.

I certify (promise) that all information on this application is true and that all income is reported. I understand that the sponsor will get federal/state funds based on the information I give. I understand that sponsor officials may verify (check) the information.

Sign Here: X _____ Print Name: _____ Date: _____

Last Four (4) Digits of Adult Social Security Number: XXX-XX-

☐ I do not have a Social Security Number

Address

City

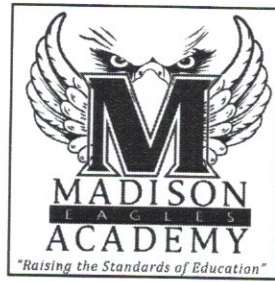
Zip Code

Home Phone

Work Phone

Email Address

By providing your email address you may be contacted via email by the district



Madison Virtual Academy (MVA) Mandatory Compliance Outline

Attendance Policy

All students are required to log into each of their classes on a daily basis. The students work for 1 hour in each class, each day. Parents should be monitoring their child's attendance by using their "Parent Log-in" through Edgenuity.

Example: A student is enrolled in 5 courses. They should be working in each course for an hour every single day. They will be "attending" school for 5 hours a day and/or 25 hours a week.

If a student does not follow the Attendance Policy the student and Parent/Guardian will receive notification from MVA.

- 1st Letter: Notice of attendance probation
- 2nd Letter: Notice of counsel to be withdrawn from MVA
- 3rd Letter: Dissolution of enrollment

*If a student has a law binding IEP, the student will have special education services and/or social work services delivered through an online format. Students are required to "attend/participate" in all scheduled services during their stated days and times.

Academic Policy

It is Madison Virtual's goal to be a best fit option for all students. However, some students are unable to experience success with computer-generated, self-paced delivery.

If a student is failing 2 or more classes, they will be placed on an Academic Probation Plan. If the student continues to fail 2 or more classes, they may be dropped from MVA.

Communication Requirements

Students and Parents are required to respond to any form of communication from MVA within 24 hours.

Students must check their messages and emails on a daily basis and respond to their teachers and mentors within a 24-hour time frame.

Parents must respond to teachers and mentors within a 48-hour time frame. Parents and mentors might communicate by email, phone, voicemail, or text message. Parents are responsible for checking this communication and responding. Parents are also responsible for ensuring that Madison Virtual Academy is always updated if there is any information change for the parents and/or the student (ex. Change of address, phone number change, change of email, ect.).

Parents and/or students that do not reply to communication within the proper time frame could be removed from the program.

State Assessment Requirements

All students enrolled in Madison Virtual Academy are required to take all of the local school assessments and the mandatory state assessments. Parents must agree to be responsible for transporting their child to the designated school on the testing dates that will be sent out to them. Depending on the grade level, parents will be responsible to transporting their child to the school building 1-4 days per school year.

Assessments required by grade (local and state)

3rd-7th: NWEA, MSTEP

8th Grade: NWEA, PSAT, MSTEP

9th Grade: NWEA, PSAT

10th Grade: NWEA, PSAT

11th Grade: NWEA, SAT, WorkKeys, MSTEP

12th Grade: NWEA

*Assessments are subject to change from year-to-year. Parents will be notified of tests and testing dates in advance to ensure that they arrange transportation for those dates.

Students and parents who do not comply with the testing dates and times could be removed from the program.

Education Developmental Plan (EDP) Requirements

All students are required to develop an EDP in the State of Michigan, with guidance from school advisors. When applicable, parents and community contacts should also be included. EDPs are “living” documents and are updated as student interests and

abilities become more obvious and focused. EDP requirements, dates, and deadlines will be sent out to the students throughout the school year. Students must adhere to the EDP requirements. Failure to do so could result in being dropped from the program.

ACKNOWLEDGEMENT and CONSENT

By signing, I acknowledge and will follow the Academic Policy, Attendance Policy, Communication Requirements, EDP Requirements, and Assessment Policy outlined in the enrollment packet. I understand that if I do not follow the mandatory compliance outlined that I will be removed from Madison Virtual Academy.

Parent Signature

Date

Student Signature

Date

Learning Coach Agreement

For Students in Grades K-5th ONLY

All students in grades K-5th will need to have an Adult in their household designated as their "Learning Coach". These students will also have a workbook mailed to them for each of their core courses. They will do work in their workbooks and upload them into their courses!

Welcome Learning Coach, to the world of online learning! You have a significant role in the success of your student. That is why you must understand your role as a learning coach.

What exactly is a learning coach?

A learning coach is a parent, family member, or another adult that is at home with the student while the student is going through their courses.

The role of the Learning Coach is to:

- Guide the student through the lessons as needed
- Discuss the concepts being taught
- Assist with interactive tools and games
- Oversee assignments
- Help facilitate hands-on learning that may be in the course (No supplies need to be purchased)
- Check for understanding of assignments
- Keep the student on schedule and pace
- Ensure all course components are being done with fidelity (independent reading, novel studies, practice activities, etc.)
- Communicate with the teacher as needed

Understanding the importance of your role as a learning coach is key to the success of your student. As a learning coach, you are committed to helping your student going beyond what is online and bringing those concepts to life.

X_____

Learning Coach Printed Name

Relationship to Student

Madison Virtual Academy

Student Laptop agreement

Terms and conditions

The purpose of this program is to provide the Parent/Guardian with a cost effective alternative to purchasing a laptop. Provided the Parent/Guardian and Student agree to opt-in to this arrangement, they will be given the opportunity to use the equipment for school related purposes. At no time will ownership of the laptop transfer to the parent/guardian. At the end of the agreement the equipment will be returned to the School.

The equipment that is provided to the Student remains the property of Madison Academy at all times.

Equipment provided

The equipment, subject of this Agreement, consists of a laptop computer and a power supply cord. These items are referred to through this Agreement collectively as the "Laptop".

Each laptop will be:

- commercial grade
- protected by an anti-virus tools and automated updates
- covered by warranty including the battery
- able to be used at home for students virtual learning
- repaired through the school, where possible, including software and hardware repairs

Rights and obligations

1. The Student has the right to use the Laptop only in accordance with this Agreement.
2. The Parent/Guardian must comply with the Agreement and ensure that the Student complies with the *Laptop Rules for Students* in relation to use of the laptop at home.
3. To the extent that the *Laptop Rules for Students* can apply to the Parent/Guardian, the Parent/Guardian must comply with the rules.
4. The Parent/Guardian must also comply with their respective obligations under the *School's Student Network / Internet Access Agreement* and the *School's Internet Usage Policy*.

Ownership of laptop

This Agreement does not give the student ownership of the Laptop. Madison Academy retains ownership of the Laptop during the term of the provision.

Connection to the internet

If Internet access at home occurs through private internet providers and is unfiltered, it is the Parent/Guardian's responsibility to monitor student Internet usage. The School accepts no responsibility for consequences of internet access outside the school and will seek to enforce any breach of policy found on a departmental-owned laptop regardless of whether the breach was done at home or not (e.g. cache files for internet browsers containing pornography).

Improper use

The Parent/Guardian must ensure that the Laptop is not tampered with in order to connect to internet services and that the laptop is not used improperly. Please see "Laptop Rules for Parents/Guardians and Students."

Software

Only licensed software authorised by the School can be stored or otherwise loaded on to the Laptop. The Parent/Guardian must ensure that any other software is not loaded onto the Laptop. All software must be loaded onto the Laptop by the School's technical administrator/staff.

The software loaded on the Laptop is licensed to Madison Virtual Academy. The Parent/Guardian must ensure that the software is not copied, deleted or transferred, for any reason at all, without prior written consent from the School. Unauthorised use may breach copyright laws and the Parent/Guardian may be held liable for any damages incurred.

Restoration

Should the laptop require repair, the hard drive may need to be reformatted and the laptop returned to its originally issued state that is. The school is not responsible for restoring any programs, music, pictures or other data which may have been installed by the student.

Students are responsible for backing up any work or installed software on the laptops. In addition, at the conclusion of this agreement, all installed software and data will be removed and the laptop restored to its original manufacturer's state.

Virus protection

Computer viruses, malware and malicious code have the potential to severely damage and disrupt operations within the School and the Department's networks. They can also be costly to restore the network, infected hardware or software to its previous state and operability.

These can enter laptop computers through:

- a. Removable media such as CDs, DVDs, floppy disks and USB memory sticks
- b. Emails / Phishing attempts (emails linking to malicious websites)
- c. The internet (including web browsing, FTP programs and chat rooms)
- d. File download
- e. Network file shares, such as servers and shared folders

Departmental laptops have commercial anti-virus software installed. The parent/guardian must ensure this software is not disabled. However, anti-virus software cannot be 100% effective if appropriate practice is not followed when using the laptop.

Students have the right to use their laptops at home for the completion of their school assignments. If accessing the Internet from home via cable, ADSL or wireless, they should take all steps to protect the school-owned laptop and the department's computer network from virus attacks, including never disabling the installed anti-virus software.

Within the constraints of the departmentally supplied software, the Parent/Guardian must take reasonable steps to prevent malware or malicious code from infecting the laptop.

Repair and maintenance

A manufacturer's warranty may apply to the Laptop for some of the period of the provision.

Students must not “personalise” their laptops in any way by using felt pens, stickers or other marks. Laptops will be identified as belonging to a particular student in a manner determined by the school. Such identification is not to be tampered with.

The Parent/Guardian or Student must immediately return the Laptop to the School if they suspect the hardware (e.g. laptop computer or power pack) or software is or may be faulty. The Student and Parent/Guardian must not arrange or allow any repair or maintenance work to be carried out on the Laptop without prior written consent of the School.

Loss or damage

The Laptops provided for temporary student use by Madison Academy shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to, or caused by, any issued item.

Where an issued item is lost, stolen or negligently damaged, parents/guardians will be responsible for payment of the full replacement cost of the item.

The Parent/Guardian must use their best endeavours to ensure that the Laptop is kept in good condition, and that it is not damaged, lost or stolen. It is the obligation of the Parent/Guardian to ensure the Laptop in a safe place when it is taken off the School’s site. The Parent/Guardian must immediately notify the School if the Laptop is damaged, lost or stolen.

If the Laptop is stolen, the Parent/Guardian must report this to the Police as soon as possible. The Parent/Guardian must obtain from Crime Number and the name of the investigating officer and provide this to the school.

Advice on how to protect the Laptop is outlined in the attached Use and Care of the Laptop Quick Guide.

Consequences

All Laptops provided for temporary use by the program remain the property of the Madison Virtual Academy and shall be returned at the end of the education program or whenever the student leaves Madison Virtual Academy, whichever is the earlier.

Where an item is not returned, the Parent/Guardian will be responsible for payment for the replacement cost of the item. Failure to make payment may result in withholding the student’s report card and/or transcripts.

Acceptance of agreement

By completing and signing this contract the Parent / Guardian is acknowledging they understand and accept the Terms and Conditions of this agreement

Laptop Rules for Parents/Guardians and Students

1. You can use the Laptop for your own educational purposes, at home. The Laptop may be not used for commercial purposes (e.g. you cannot use the Computer for a part-time job).
2. If you do not comply with these *Laptop Rules for Students*, you are not allowed to use the Laptop and the School may demand that you return the Laptop. There may be other disciplinary consequences under your School's Responsible Behaviour Plan for Students.
3. The *School's Student Network / Internet Access Agreement* and *Internet Usage Policy* also apply to your use of the network / internet when you are accessing the internet using the Laptop. You are reminded of your obligations under that agreement and policy.
4. **You must not allow anyone else to use the Laptop for their own purposes, including family members and friends. You must not tell anyone else your account name and password.**
5. You can only have and use the Laptop at home. Upon request, the School may give written approval for the Laptop to be used in other places.
6. You accept responsibility for the security and care of the Laptop.
7. You are responsible for backing-up all necessary data. The School is not responsible for any data loss. Therefore please ensure all your school work and important documents are backed up onto disc or other device.
8. The software loaded on the Laptop is licensed to Madison Virtual Academy. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorised use may breach copyright laws.
9. All software installed on the laptop must have a legitimate licence. If you have been authorised as a Local Administrator on the laptop, you may install software provided you have a legitimate licence. The school has the right to inspect the licence for any software installed on the laptop at any time. If the school has not authorised you as Local Administrator, then all software must be installed by the School's Technical Administrator.
10. You may upload/download onto the laptop music, images, video and other data files provided you have a licence or ownership for such files for educational purposes only. Any personal data files stored on the laptop are not to be uploaded to school server(s).
11. You must not open, or allow anyone else to open, the hardware case of the Laptop to install additional hardware (including video card, sound card, network card, modem or disk drive), or, to alter the hard drive specifications of the Laptop, without the School's written consent.
12. You must take all reasonable steps to prevent a virus from infecting the Laptop, including never disabling the installed anti-virus software, monitoring any data that is downloaded or uploaded onto the Laptop from the Internet or any device and virus checking any USB drives in the Laptop.
13. You are responsible for the security of the laptop. When not in use, it is to be stored in its carry case and kept with you; or, if available, in secure storage.
14. Images or sound captured by personal technology devices on the school premises or elsewhere must not be disseminated to others using the Laptop, for the purpose of causing embarrassment to individuals or the School for the purpose of bullying or harassment, or where without such intent a reasonable person would conclude that such outcomes may occur. The School has the right to invoke appropriate disciplinary processes to deal with such behaviour by a student.

15. You must not intentionally use the Laptop or internet services to which it may be connected:

- a. for any illegal, pornographic, fraudulent or defamatory purposes;
- b. for bulk transmission of unsolicited electronic mail;
- c. to send or cause to be sent any computer worms, viruses or other similar programs;
- d. to menace or harass another person (or use in a way that would be regarded by a reasonable person to be offensive);
- e. to transmit any harassing, obscene, indecent, offensive, or threatening material or emails;
- f. to reproduce, distribute, transmit, publish, copy or exploit any material that constitutes an infringement of any intellectual property rights (such as copyright) of a third party; or
- g. in a way that violates any laws, such as privacy laws.
- h. In particular you must not use the Laptop (or any internet services to which it may be connected) to bully, harass or be unkind to other persons.

The Laptop is to be returned in good condition to the School at the end of the agreement. If you cease to be enrolled for any reason before completing the agreement period, you must return the Laptop before leaving the School. If the Participation Agreement is ended, you must return the Laptop.

The School can request the Laptop be returned for any reason at any time.

Use and care of the laptop computer Quick Guide

Usage

- Don't use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Avoid dropping or bumping technology devices.
- Don't place technology devices in areas that may get very hot.
- Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and logoff when finished.
- Always shut down computers through the 'Start – Shutdown' mechanism.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Personalise technology devices with methods approved by the school, to ensure students do not get the devices mixed-up.
- Don't place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration

Handling your laptop computer

- Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.
- You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down.
- Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the laptop bag.
- Laptops should be switched off before being placed into the bag.

Packing away your laptop computer

- Always store your laptop bottom down and with the LCD facing away from the front of the backpack.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

LCD screen

- LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down.
- To clean your LCD screen:
 - Switch off your laptop computer.
 - Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
 - Do not directly apply water or cleaner to the screen.
 - Avoid applying pressure to the screen.

AC adapter

- Connect your adapter only to your laptop computer.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter box.

Battery pack

- Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your laptop to Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case cleaning

- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

Security

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Undertake virus scans of computers after home usage and prior to reconnecting to the school's ICT network.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software

- Don't copy any software from the school's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.
- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

Batteries

- Don't use incompatible computer batteries and chargers.
- Computer batteries can get hot during use. Do not use your computer on your lap.
- Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don't crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- Don't get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the computer's user guide.

Wet weather

- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home
- Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your laptop might also.

Student Participation Agreement

I have read the *Laptop Rules for Students* in this agreement.

I will keep my log-in details and password confidential. I understand that network audit logs contain information on the user logging in, the computer which is attempting to log in and various other parameters. This information can, and will, be used to track user access and usage.

I acknowledge my responsibility to use the Laptop in accordance with these rules and understand that there will be consequences should I fail to abide by these rules.

Student Name: _____

Year Level: _____

Signature: _____

Date: _____

Witnessed by:

Parent / Guardian:

Name: _____

Signature: _____

Date: _____

and

Joddi Mills, on behalf of Madison Virtual Academy

Name: _____

Position: _____

Signature: _____

Date: _____