

REVERE MIDDLE SCHOOL MACBOOK BORROWING POLICY 2016-2017

RMS students in 7th and 8th grades are expected to bring their **MacBooks**, fully charged, to class with them to school every day. They may or may not be using them in each class, each day, but the expectation is that each student will be ready with a fully charged computer every school day.

If a student forgets to bring their laptop to school and it is needed for classes that day, the RMS Library has a few laptops for students to borrow. The procedure for borrowing laptops is as follows:

- ◇ Students needing to borrow a laptop will go to **RMS Library** and ask the librarians, Mrs. Mourton or Mrs. Harris, to borrow one.
- ◇ The librarians will check it out to the student using their student ID to enter it into the library automation system.
- ◇ The student will then be responsible for the borrowed laptop the same as their assigned laptop that they forgot, following all the rules for technology use established by the school and the Revere Board of Education.
- ◇ The borrowed laptop must be returned to the Library at the Circulation desk at the end of 10th per. on that day. **NO BORROWED LAPTOPS MAY GO HOME WITH STUDENTS.**

December 7, 2016