

Laptop Handbook for Students and Parents



Southwest MN Christian High School
2016 - 2017



Laptop Handbook for Students and Parents

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I to I Laptop Project

Technology has become an increasingly critical tool to advance learning at Southwest Christian in recent years. We see great potential for its use in the learning process as we seek to meet our mission: *Challenging students to grow in knowing, loving, and serving God and others.*

I. Goals:

1. Equip students to use technology to impact the world for Christ.
2. Teach students discernment and the ethical use of technology.
3. Improve the quality of student learning and academic achievement as they develop a new set of knowledge and skills for the future world of work and service.
4. Provide greater access to educational opportunities, formative assessments, and differentiated instruction by providing one to one access to laptops for students for anytime, anywhere learning.
5. Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
6. Equip students to be life long learners.

If students do not adhere to the Southwest MN Christian Technology Honor Code and the rules and guidelines in this handbook, the privilege to use their laptop may be restricted or eliminated.

II. Hardware and software

A. In the bag

1. Apple Laptop with ID tags
2. Power supply with ID tags
3. Protective laptop case with ID tags

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B. On the laptop to start the year:

1. **OS X el Capitan (OS 10.10)** – the Operating System software
2. **iLife** – suite of multimedia tools including iPhoto (photo organizing/editing), iTunes (music/audio management), iMovie (video editing), Garage Band (original music creation)
3. **iWork** - Pages (desktop publishing), Keynote (presentations), Numbers (spreadsheets)
4. **Safari and Google Chrome** web browsers
5. **Web based services** – E-mail, Google, various learning management systems, and other collaboration tools.
6. **Virus/Spyware protection (not web filtering)** – none. Mac OS X is quite secure but students should still be cautious when downloading files or opening email attachments.
7. * Software licensed exclusively to SWMCH must be replaced with similar free versions when you leave Southwest.

C. Backup and file storage

1. School related files in the Documents Folder and on the Desktop should be backed up on their own personal flash drive or external hard drive.
2. Music, Pictures, and Movie files are not backed up automatically. Students with a large amounts of music, pictures, and movies should purchase a personal storage device and use Time Machine to backup their files. The technology staff can assist students with setting up all personal backup solutions.
3. Students need to keep 5 GB free on the hard drive at all times for optimal operation.
4. Students will need to set up an AppleID account, which needs to be supervised and maintained by the family.

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D. Software support

1. First avenue of support – application’s help system
2. Second avenue of support – ask a classmate
3. Third avenue of support - Southwest staff including teachers and/or technology coordinator

E. Troubleshooting

1. The first step that solves most laptop problems is to restart the laptop. For further troubleshooting assistance, reference the *Laptop Troubleshooting Guide* found on the Southwest MN Christian web site under “Resources / Student / Laptop Program Resources” or contact a classmate.
2. If the problem is not resolved, the next step would be to submit a help ticket to the Southwest MN Christian Online Support Center found on the SWMCH.org web site under “Academics / Laptop Program Resources.”
3. If the problem persists, bring your laptop to the Tech Support Office in the Media Center at Southwest MN Christian when you return to school. The laptop may require re-imaging or further hardware/software troubleshooting. A spare laptop will be available in the meantime if necessary.

III. Student and parent responsibilities

By allowing students to take their laptop home, families assume some risk. Parents/Guardians will be responsible for the deductible to replace/repair the laptop in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse.

A. Handling and care of the laptop

1. Keep the laptop in its protective case.
2. Use the laptop on a flat, stable surface.
3. Do not set books on top of the laptop.

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4. Avoid carrying the laptop with the screen open.
5. Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
6. Do not pick up the laptop by the screen.
7. No food or drink around laptop.
8. Wipe screen surfaces with a clean, dry, soft cloth.
9. Avoid touching the screen with fingers, pens, or pencils.
10. If hands are dirty, wash them before using laptop.
11. Do not use the laptop in dusty or dirty environments.
12. If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.
13. Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

B. Power management

1. It is the student's responsibility to recharge the laptop's battery so it is fully charged by the start of each school day.
2. Close the screen to put the computer to sleep to extend battery life when not in use.
3. Dimming the screen brightness also extends the battery life.
4. All students are asked to carry their charger to school in case a recharge is necessary throughout the day.

C. Transport

1. The laptop should be transported in its protective case in shutdown (turned off) or sleep mode (screen closed).
2. Do not leave laptop in a vehicle for extended periods of time or overnight.

D. Ethical and appropriate use

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Students are expected to adhere to the *Southwest MN Christian Technology Honor Code* which is available at the end of this docum.ent

E. Financial responsibility

1. Total replacement cost for the laptop is approximately \$1000.
2. You have a financial stake in the computer. It is your responsibility to insure the laptop against theft, loss, or damage on your homeowner's/renter's insurance policy or pay all costs out of your own pocket.
3. The computer's serial number and model number will be required by your insurance company and is on the bottom of your laptop in fine print.
4. The cost of regular support and maintenance is included in your lease fee.

F. If laptop is lost, stolen, or damaged

1. If a laptop is lost, stolen, or damaged, please notify the school immediately on the next school day. If laptop is lost or stolen, you must contact your insurance company to make a claim and get the laptop replaced. Southwest MN Christian will get you a replacement laptop as soon as your insurance company releases the funds or sooner.
2. Southwest MN Christian will repair a damaged laptop; however, the cost of the repair must be paid through your family or your insurance company.

G. Monitoring and supervision

1. The laptop should be used in a location where use can be monitored and supervised by a parent. Unsupervised use is strongly discouraged, e.g. use in a child's bedroom.

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The student assigned the laptop is responsible for all use of their laptop.

2. Students should not allow other students to borrow their laptop.
3. Special software has been installed on the computer which allows the school to monitor use, time spent on applications, and websites visited. This will slow Internet speed outside of school.

H. Internet access at home

1. Students are allowed to access the Internet away from school using any wireless connection.
2. The laptop's browsers are configured to use Internet filtering whether accessing the Internet from home or from the classroom. Internet filtering restricts access to unacceptable sites, which we will determine as a school.
3. While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

I. Printing at home

1. Students are allowed to print to a home printer. For most USB or AirPrint printers, printer software already exists on the laptop and only requires setting up the printer.
2. If additional printer drivers are required, please ask at the Tech Support Office.

J. Personalization

1. Students are allowed to personalize their laptop with vinyl skins and covers.
2. All laptop decorations must reflect Christ's lordship over every area of our lives and should build up the body

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individually and corporately as Christ's messengers in and to the world. Any decorations that do not follow these standards will need to be removed.

3. All applications must not be permanent and leave no residue.

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TECHNOLOGY HONOR CODE

Our world belongs to God, and includes all aspects of the technological world that we live in. As responsible caretakers of all that God has entrusted to us, we present this Technology Honor Code for your consideration and agreement. Users of these technologies will be expected to apply Southwest MN Christian High School's Technology Honor Code to all technology-related activities, including the use of school computers, computer peripherals and network, while on and off-campus. As we guide young people to serve both God and neighbor in all aspects of life, our hope is that technology will be one tool that will be used to proclaim that Jesus Christ is Lord of all.

This Honor Code lays the foundation for the positive, honorable, and responsible use of technology. Examples of the types of technology-related activities that affirm our Honor Code are listed below. Any questions about the application of the Honor Code to technology should be directed to the Principal or Technology Coordinator.

Using technology honorably and responsibly includes the following:

- Using computers, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technology and its applications.
- Using the internet to perform research related to academic and extra-curricular school functions, and to communicate with scholars, students, and specialists outside of campus to improve knowledge and advance academic work.
- Providing appropriate credit for any materials gathered using information technology, and using all resources according to Federal copyright laws.
- Using technology to collaborate with students and faculty for academic and extra-curricular school functions.
- Seeking permission to record or photograph classroom presentations and activities.
- Respecting and encouraging each other online through words and media.
- Using God honoring language in online communications.
- Representing your own views, and not those of others, in any form of electronic communication.
- Owning your mistakes when confronted about technology misuse.
- Respecting the privacy of other computer accounts.
- Respecting your personal contact information and that of others.
- Respecting the registration policies of age-restricted online services (e.g., Facebook, MySpace, Twitter, etc.).
- Speaking with an adult you trust if you receive a message that is inappropriate or makes you feel uncomfortable.

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- Protecting equipment (school-owned and loaned) from damage or theft.
- Respecting that network bandwidth, server disk space, and printer paper and toner are shared and limited resources.
- Supporting and respecting the school's computer security systems.

Violations of the above standards may result in the following consequences depending upon the severity of the violation:

- Discussion about incident with student(s) involved and receiving consequences.
- Meeting with school staff about your work on improving after a violation.
- Being required to leave your laptop at school for a period of time (ex: weekends, every night).
- Meeting with tech staff (might involve parent, counselor, and/or vice-principal/principal).
- Paying for excessive printing.
- Paying for damage to laptop.
- Changing filtering options to be more restrictive.