



St. Michael
Catholic School

1:1 Laptop Program
Student Handbook

2011 - 2012

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I. Student and Parent Expectations

- a. Read the Laptop Student Handbook and abide by laptop and technology user agreements.
- b. Read and understand the Technology Acceptable Use Policy, including consequences for failure to comply with the technology user agreement.
- c. **Bring the MacBook to school every day.** MacBooks are provided to enhance the educational experience at St. Michael Catholic School (SMCS). Students will not have access to ‘loaners’. Class work to be completed on the MacBook will be the responsibility of the student. Students will not be allowed to arrange for their MacBook to be delivered to school.
- d. **Bring the MacBook to school fully charged. No recharging at school.** Repeatedly bringing an uncharged MacBook to school may result in loss of laptop privileges for a period of time.
- e. **I will not leave the MacBook unattended** except when approved by a teacher and stored in a safe, secure location. MacBooks found unattended in a public space will be brought to the SMCS Help Desk. An incident report will result and the student will be notified. Students are responsible for securing the MacBook in their locker or in their homeroom when not needed for classes, or while at lunch, etc.
- f. **I will create “back up” files on a flash drive, or on my student file.**
- g. **I will keep the computer in the “Always On” MacBook Case at all times and will put the computer in “sleep” mode between classes.** The “Always On” case reduces damage to laptops. The MacBook can be charged while in the case. When not in use, put the computer in “sleep” mode to preserve battery power.
- h. **While at school, I will only use the MacBook when in a classroom supervised by SMCS staff.** I will not use the MacBook in the lunchroom, playground, hallways, school bus, or car. Students will not take MacBooks to lunch.
- i. **While away from school, I will only use the MacBook in a location free from food, liquid, and debris.** Spilling food or drink on the laptop could permanently damage the MacBook. If a spill occurs, unplug the MacBook. Drain the fluid out of the MacBook then bring it to the SMCS Help Desk as soon as possible. Use the laptop on flat surfaces.
- j. **I will not slam or push on the lid, or set objects/books on top of the MacBook.** Setting heavy objects, like musical instruments, sports equipment, or books, on the MacBook may cause severe damage to the screen. The laptop should not be placed under items like pillows or blankets, which may cause the laptop to overheat. Do NOT leave the laptop in a vehicle where heat or cold will damage the MacBook. The MacBook should not be transported in a backpack.
- k. **I will not delete my Internet browser history.**

- l. **I will not access inappropriate websites.** Report accidental incidents to a teacher or staff member immediately. Accessing inappropriate websites will be tracked on an Incident Report.
- m. **I will make the MacBook available for inspection by an administrator, teacher, or staff member upon request.** I understand that the MacBook and its contents (including websites I have visited, or content I may have created) may be monitored by SMCS staff. I am responsible for using the MacBook in accordance the Sims's policies at all times and I will be held responsible for inappropriate use, including accessing inappropriate websites or materials, while at school or at home. I will turn in the MacBook to the Help Desk over weekends or school breaks for maintenance as needed. MacBooks are the property of SMCS and are being loaned to students for educational purposes. When students are logged onto the SMCS network during the school day, the administrative staff has the ability to search directories for inappropriate content. At any time, a staff member of SMCS may inspect a student's MacBook.
- n. **I will use appropriate and respectful language in all communications.** As we encourage students to become life-long learners, we continually stress the need to participate in the school and greater community in a manner reflecting our Christian values. While using a laptop, students must use appropriate and respectful language in all communications.
- o. **I will abide by copyright laws.** Copyright material is protected by law. Any use of copyright material should be appropriately cited. Check with a middle school teacher if you have questions about using copyright material or how to cite copyright material.
- p. **I will not use the MacBook to access social networking sites such as MySpace, Facebook, or Twitter.** SMCS owns the MacBook. Because of security, safety, and content issues associated with social networking sites, students are not permitted, at home or at school, to use the MacBooks to access these sites. Students are not permitted to send e-mail, instant messages, or other communications from the MacBooks unless such use is authorized or directed by Middle School faculty or administration.
- q. **I will not use or harm another student's laptop.** I will not loan the MacBook assigned to me to others. I will not use or attempt to use another student's or an SMCS staff member's subscriptions, logins, files, or personal information. I will not intentionally spread or create a computer virus. The MacBook is assigned to one student for educational purposes and may not be loaned to others, including family members. Passwords and logins should remain confidential. Material on the MacBook obtained with logins or passwords is the responsibility of the student. Students may not host Internet pages on the MacBook.
- r. **I will not give out personal information, such as my name, address, photo, or other identifying information on the Internet, nor will I misidentify myself in online communication for any reason or to avoid detection for any misbehavior or rules violation.** Students should only provide information if directed by an SMCS staff member. Students may not share files except for school related projects.

- s. **I will not change the configuration of the MacBook, including the network and security settings. I will not install or remove hardware or software. I will not access the laptop 'utilities' folder.** The MacBook is set up so all students have the same configuration and can easily be accessed with teacher direction. Students may not install or remove files except their schoolwork or personal files.
- t. **I will not deface or otherwise decorate the MacBook or the "Always On" case unless I have purchased the case.** Students must handle the MacBooks with care. The MacBooks are the property of SMCS and may not be defaced by any student. This includes pen marks, stickers, marring the surface, picking at the keys, glitter, etc. The cases are also property of SMCS unless you have purchased your case. If you have purchased your case, you may personalize your case. If you are renting the case, you are only allowed to personalize the case with a removable luggage tag.
- u. **I will not travel with or use the MacBook at locations other than home/school without my parent's/guardian's permission.** Rather than set limits on the use of the laptops, we are relying on parents to be the best judges of where and how their child may use the MacBook. Ultimately, it is the parents who bear the financial responsibility for damages or loss related to the MacBook. Parents should decide and enforce limits of use to best fit their child while at home.
- v. **I will not attempt to repair, alter, or make additions to the MacBook.** If any repairs need to be made, the student can bring the MacBook to the SMCS Help Desk and receive a loaner computer until the assigned computer is repaired. **MAKE NO ATTEMPT** to fix the laptop. Unauthorized repairs to the MacBook can invalidate its warranty.
- w. **I will not leave my computer in my locker overnight.**
- x. **I will report problems and damage immediately to the SMCS Help Desk.** I will report loss/theft of my MacBook to my parents, SMCS, and proper authorities within 24 hours. Parents should complete a MacBook Damage Report Form found on the school website for their student to submit to the SMCS Help Desk. Theft should be reported to the student's parents, the police, and the SMCS Help Desk within 24 hours.

II. MacBook Quick Tips

- ALWAYS keep the MacBook in the “Always On” protective sleeve.
- When not in use, put the MacBook in the “sleep” mode and close lid to extend battery life.
- Do not leave the MacBook unattended!
- Do not store your laptop in your locker overnight!
- Keep liquids and food away from the MacBook.
- Back up important documents to an external flash drive regularly. Organize and maintain files.
- Report problems to the Help Desk as soon as they occur.
- If you accidentally access an inappropriate Internet site, notify an adult as soon as possible.
- The MacBook belongs to SMCS and may be inspected at any time.
- “Chatting” (e.g., using AIM) and file sharing (including via school network) are not allowed on the MacBook at home or at school.
- Never attempt to access another’s files, accounts, or hardware. Do not share passwords.
- Do not place anything between the screen and keyboard when you close the MacBook.
- Do not scratch, hit, or push on the screen. Do not put heavy objects on the MacBook!
- Do not attempt to repair the MacBook.
- Do not expose the MacBook to extreme temperatures.
- Do not leave the MacBook in your car.
- Never use the MacBook on the bus.

III. Frequently Asked Questions

- 1. I am concerned about the fees for fixing the MacBook assigned to my child. Can you describe the process in case of damage or loss?**

(See Section IV for a list of some fees.) The Apple warranty covers defects in materials or workmanship that may occur. It does not cover damage as a result of abuse, neglect, misuse, repair by an unauthorized party, unauthorized modification, extreme environments, power surges, lightning, fire and the like. Damage as a result of exposure to extreme heat or cold will not be covered under the Apple warranty. This includes damage as a result of a power surge, so we strongly encourage the use of surge protectors at home. SMCS will provide routine hardware maintenance, but does not provide insurance for theft or loss. Nor is the school responsible for damage resulting from negligence, misuse, or other non-warranty repairs. Apple has the final decision as to whether the damage is caused by “customer abuse” or “ordinary wear and tear.” Examples of items not covered by Apple warranties include: missing keyboard keys, cracked cases and screens, liquid damage, and damaged power adapters. While the parish insurance program will cover loss of the laptops should there be a fire at the school, the deductible on the parish insurance program is higher than the cost of one laptop and would not cover theft, loss, or damage as a result of one student’s abuse or neglect.

- 2. Do the MacBooks have “parental controls” to prevent access to inappropriate websites and content?**

Yes. However, we do not recommend relying solely on the Parental Controls preferences applied to the MacBooks. Controls are not perfect. There is no guarantee that what you may consider inappropriate for your child “matches” the filters established by the manufacturer of this product. SMCS will randomly check MacBooks for websites visited and materials accessed. Your child will be responsible for inappropriate use of the MacBook (whether at home or at school) in accordance with SMCS discipline policies. (See “Internet Safety In Your Home” packet)

- 3. May students install software on the MacBooks?**

No. As the owner of the MacBooks, SMCS must hold licenses for all software on the laptops.

- 4. Are students allowed to access e-mail accounts on the MacBook?**

No. SMCS does not allow e-mail, instant messaging or other interactive communications unless directly supervised by an SMCS staff member for school-related purposes.

- 5. May students put music on the MacBooks?**

Yes, **with teacher permission**, students may download appropriate music for school-related purposes. Music will not be backed up on the SMCS server.

- 6. May I use a mouse?**

Yes. A non-wireless type with a USB cable.

7. Are students allowed to play non-educational games online while at home?

It is a violation of SMCS policy to use the MacBook for non-instructional purposes.

8. What if the laptop isn't working correctly?

Contact the Help Desk directly during school hours, or by voicemail or email after school hours. A response will be initiated within 24 hours.

9. My child already has a laptop. Can we use it instead?

No. All students will have the same hardware and software which teachers are prepared to use.

10. May I use my home printer with the MacBook?

Yes. Most home printers are supported by MacBooks. If you cannot get your printer to work, do not install printer software at home. Bring the printer operating disc, or the name and model # of the printer to the SMCS Help Desk for installation.

11. How do I configure Internet access?

Contact your Internet provider for instructions.

12. Where can I find other useful information about the MacBook?

www.apple.com/support/macbook and the "Technology" tab on the school website under the "Families" tab.

IV. Program Fees and Expenses

Fee Structure:

Students in grades 6-8 will be charged an annual \$150 laptop user fee to participate. Fee assistance is available through the Tuition Assistance Program. Families will select a payment method option through FACTS to facilitate fee payment.

Family responsibility for other fees & expenses including by not limited to:

- Damaged or lost AC adapter (approx. \$70)
- Damage caused by abuse, neglect or misuse: 100% of the repair cost including shipping
- Damage beyond repair (1st occurrence) 50% of replacement cost including shipping
- Damage beyond repair (additional occurrences) 100% of replacement cost including shipping
- Loss or theft (1st occurrence) 50% of replacement cost including shipping
- Loss or theft (additional occurrences) 100% of replacement cost including shipping

NOTE estimates of typical repair costs:

- ❖ *broken screen \$650*
- ❖ *spill on MacBook \$700-\$800*
- ❖ *broken computer outer shell \$350.*

V. MacBook Basics and How to Care for the MacBook

Tips for Getting the Most from your Battery

- Dim the screen by using the F1 and F2 keys.
- Avoid applications that are “power-hogs” unless required for class, e.g., playing CDs, screen savers, graphics intensive software). Even an unused CD in a drive uses power.
- When not in use, put it to sleep by closing the lid. Always put the MacBook to sleep if it will be used within the next two hours. Restarting within two hours uses more power than “sleeping”.
- Use the desktop image provided. Complex and dark images use more power.
- Use the MacBook in moderate temperatures. Extreme temperatures will diminish the battery’s capacity and can damage the laptop. **DO NOT LEAVE THE MACBOOK IN THE CAR.**
- Turn off the Airport whenever possible. (Click the radar icon to turn off/on).
- Do not use or turn on the Bluetooth connection.

Cleaning

Do not clean the outside of your MacBook. Keep it in the “Always On” protective sleeve.

Cleaning the MacBook Screen

- Take the MacBook out of its protective case.
- Disconnect the power adapter and modem cable, and remove the battery.
- Dampen a clean, soft, lint-free cloth with water only and wipe the screen. Do not spray liquid directly on the screen.

Cleaning the Keys and the Track Pad

Keep the keyboard clean by cleaning your hands before each use! Clean the keys or the track pad by using a soft slightly damp cloth to gently wipe keys and pad. Do not spray cleaning products or water onto keyboard. Be careful when cleaning so that the keys do not pop off. Do not pick at the keys. If keys pop off, bring the keys and MacBook to the SMCS Help Desk.

Plugging In the Power Adapter

It is your responsibility to charge the MacBook battery and bring it to school fully charged. Chargers stay at home unless asked by the Help Desk. Provide space around your power adapter. You should charge

the laptop while it remains in the “Always On” sleeve. A surge protector can help prevent damage from power surge. **WARNING:** Use only the power adapter supplied with the MacBook.

Using the MacBook

When using the MacBook or when charging the battery, it is normal for the bottom of the case to get warm. Use the MacBook when it is on a flat, stable surface. The bottom of the case is raised slightly to allow airflow that keeps the unit within normal operating temperatures.

WARNING: Do not place your MacBook on a pillow or other soft material as the material may cause the laptop to overheat. Never place anything over the keyboard before closing.

General Safety Instructions

Immediately disconnect the power plug and disconnect the Internet connection if any of the following conditions exists:

- The power cord or plug becomes frayed or otherwise damaged.
- You spill something onto the computer or case.
- The MacBook is exposed to rain or any other excess moisture.
- The MacBook has been dropped or the case has been otherwise damaged.
- You suspect that the MacBook needs service or repair.

WARNING: The MacBook AC cord comes equipped with a three-wire grounding plug. This plug will only fit a grounded AC outlet. Do not insert the plug into an ungrounded outlet. Be sure that you always do the following:

- Keep the MacBook away from sources of liquids, such as drinks, washbasins, bathtubs, shower stalls, etc.
- Protect the MacBook from dampness or wet weather, such as rain and/or snow.
- Follow all instructions and warnings pertaining to the MacBook.

WARNING: Electrical equipment may be hazardous if misused. Never push objects of any kind into the MacBook through the openings in the case. Doing so may result in fire or electric shock.

Connectors and Ports

Never force a connector into a port. If the connector and port don't join with reasonable ease, they likely don't match. Make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port. When removing the connector from the port, remove it by pulling on the connector, not the cable. Some types of connectors have a release clip that releases the connection. It's important to release these types of latches before removing the connector from the port. Failure to release this retention latch or abruptly pulling on the cord could cause damage to the connector or the laptop.

MacBook Assistance and Repair Process

Students should follow these steps to address problems with the MacBook:

1. Ask a teacher or another student for help
2. Take the MacBook to the SMCS Help Desk to determine the nature of the problem
3. If the laptop is fixable within 5 minutes, the laptop will be returned to student.
4. If not fixable on a short-term basis, the student will be provided a loaner for temporary use. The SMCS Help Desk may repair the MacBook on site or may send the MacBook Apple for repair. NOTE: Do not seek technical assistance from outside providers. SMCS's warranty with Apple could be voided if unauthorized repairs are performed.

VI. Help Desk

Contact:

❖ **Darlene Casey**

[**casey@saintmpl.org**](mailto:casey@saintmpl.org)

952-447-2124

Hours: 7AM – 3PM School Days