

Laptop Handbook

for Students and Parents



Des Moines Christian School
2015-2016

1:1 Laptop Project

Technology has become an increasingly critical tool to advance learning at Des Moines Christian School.

We see great potential for its use in the learning process as we seek to meet our mission:

Equipping minds and nurturing hearts to impact the world for Christ.

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

I. Goals

- A. Equip students to use technology to serve in God's world.
- B. Train discernment and ethical use of technology.
- C. Prepare for 21st century learning and work.
- D. Respond to learning needs of students at all skill levels by opening up a world full of math, language, history, science, and reading resources.
- E. Capitalize on current digital learning tools and professional development opportunities.
- F. Improve convenience for students and teachers.
- G. Facilitate "anytime, anywhere learning".
- H. Create and deliver custom content that encourages the independent thinking and synthesis skills needed for lifelong learning.
- I. Increase student engagement by capitalizing on most students' natural affinity for using and benefiting from technology.
- J. Broaden student experiences through engagement with people from around the world.
- K. Create more opportunities for students to observe, immerse, identify, explore, and gather information and use it to create, share, communicate, and evaluate.

II. Hardware and Software

- A. In the protective bag
 - 13" MacBook Air
 - MagSafe Charger and Extension Cord
 - Silicon Keyboard Cover
- B. On the laptop
 - Preloaded Software including Garageband, iMovie, iPhoto, Numbers, Pages, Keynote
 - Other applications are available to Download from Self-Service– Chrome, Firefox, etc.
 - How To Download from Self-Service: (*directions inserted here*)
- C. Backup and File Storage
 - Files are not automatically backed up when saved to the computer and could be lost in a hardware failure.
 - School files should be saved in the Cloud on Google Drive.
 - Personal files may stored in Google Drive or other Cloud storage.
 - Students need to keep 5GB free on the hard drive at all times for optimal operation.
- D. Software Support
 - Application's help system
 - Contact a classmate
 - Call Apple Support
 - a) Between 8am and 7pm

- b) 1-800-800-2775, Option 3, Option 1
- Support and Application Tutorials via Atomic Learning: www.atomiclearning.com. Login with the Heartland AEA access available in the Media Center.

E. Troubleshooting

- Restart the computer. This solves most laptop problems.
- Reference the *Troubleshooting Guide* found on the DMCS website under “Technology/Troubleshooting Guide”.
- Contact a classmate.
- Go to the Help Desk.
- Submit a repair ticket at (*location inserted when determined.*) A loaner laptop may be checked out to you while repairs are made.

III. Student and Parent Responsibilities

By allowing students to take laptops home, families assume some risk. Parents/guardians will be responsible for some or all cost of repair/replacement of the laptop in the event of theft, loss, or damage due to intentional or unintentional abuse or misuse.

A. Handling and Care of Laptop

- Keep the laptop in its protective bag.
- Use the laptop on a flat, stable surface.
- Do not set books on top of the laptop.
- Avoid carrying the laptop with the screen open.
- Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
- Do not pick up the laptop by the screen.
- No food or drink around the laptop.
- Wipe screen surfaces with a clean, dry, soft cloth.
- Avoid touching the screen with fingers, pens, or pencils.
- If hands are dirty, wash them before using laptop.
- Do not use the laptop in dusty or dirty environments.
- If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

B. Power Management

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

C. Transport

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

D. Ethical and Appropriate Use

- Students are expected to adhere to the DMC Technology Honor Code which is available on the DMC website under “Technology/Honor Code”.

E. Filtering

- Pornography and Adult Content are blocked 24/7 both at school and away from school.
- Games, social media, and Internet video/audio sites (except YouTube) are blocked 24/7 at school and away from school.

F. Lost, Stolen, or Damaged Laptops

- Unattended laptops should be kept in a secure location, such as a LOCKED student locker.
- If a laptop is lost, stolen, or damaged, please notify the school immediately on the next school day.
- Students/parents are responsible for replacement or repairs as indicated in section G.

G. Student/Parent Financial Responsibility

- If the repair is a result of hardware failure NOT caused by neglect the repair is no cost.
- If the repair is a result of negligence or abuse the first repair can cost up to \$75.
- The second repair as a result of negligence or abuse can cost up to \$150.
- The third and on-going repairs as a result of negligence or abuse will be the full cost of repairs.
- **Liquid damage** is a significant enough problem that it is treated in its own fashion. Liquid damage is a minimum \$450 charge. Silicon keyboard covers are provided to offer some protection against small spills.

H. Monitoring and Supervision

- 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.
- The student assigned the laptop is responsible for all use of his or her laptop.
- Students should not allow other students to borrow their laptop.
- Special software has been installed on the computer which allows the school to monitor use, time spent on applications, and websites visited.

I. Internet Access Off-Campus

- Students are allowed to access the Internet away from school using any wireless connection.
- The laptop's browsers are configured to use Internet filtering whether accessing the Internet from home or from the classroom. Internet filtering not only restricts access to unacceptable sites, but also restricts access to social networking, games, and video. While Internet filters provide an important level of protection, no filter program provides 100% protection. **Monitoring and supervision are still very important.** Usage reports are available upon request.
- Use caution when accessing unsecure wireless networks.

J. Printing at Home

- Students are allowed to print to a home printer. For most USB or wireless printers, printer software already exists on the laptop and only requires setting up the printer.
- If additional printer drivers are required, please ask at the Tech Help Desk.

K. Personalization

- Because the laptop is DMC property, personalization of any kind, including vinyl skins and covers, is not allowed.