

# St. Paul School

## 1:1 Laptop Computer Program

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The 1:1 Laptop Computer Program (one laptop to one student) supports the St. Paul School course of studies and affords students equitable access to hardware, software and network resources. The laptop is a technology tool for learning and developing communication, collaboration and problem solving skills necessary for participation and leadership in a global community. Like our Honor Code, intentional and meaningful technology use in the course of studies and student activities engages students in digital citizenship.

Students are assigned a laptop that provides wireless access to the Internet and campus network resources along with software, ongoing training, laptop support and maintenance. The laptop assigned to each student is the property of St. Paul School and is for the student's use during the school year. Students in Grades 6-8 use the laptop 24/7 and are expected to bring it to school each day (fully charged) and use it for homework.

Students will use the laptop during the school day at the beginning of the school year. Home use will be determined at a later date. Each student is personally responsible for the care and use of the laptop issued to them. The laptop must be returned by summer vacation for upgrades and maintenance.

Below you will find a series of questions that families sometimes have regarding St. Paul's Laptop Program

### **FQA**

**Q.** Can I use a laptop I already own?

**A.** No. The Laptop Program affords all Middle School students equitable access to hardware, software and network resources that will support their course of studies. Standardization of laptop hardware and software allows for the most efficient and effective technical support. When users on a network use their own hardware and software, the network becomes open to many performance and security problems. St. Paul School would like to provide optimum network performance and security for all users in the community therefore; all laptops are owned and assigned by St. Paul.

Q. Who owns the laptops?

A. St. Paul owns the laptop, but after meeting all graduation requirements at the end of eighth grade and fulfilling the requirements of the laptop leasing agreement, students and their families will then own the laptops. Before taking permanent possession of the laptops students must return their laptops during the last week of the school year to the Technology Department for reimaging the laptop. The reimaging will remove any licensed software owned by St. Paul School because licensed software may not be sold or transferred. The student purchases the laptop with Windows 7 operating system software and software that comes with the purchase of a computer. DyKnow and other specialized software are not included due to licensing agreements.

Q. What does the ST. PAUL laptop program leasing fee include?

A. The new 1:1 (one laptop to one student) program leasing fee includes - for the entire school year - 24 hours a day; Standard software image which includes the Operating System, GoogleApps, DyKnow Client, web browser, antivirus software, multimedia software, specialized curricula related software; access to network applications and services; Warranty; on campus technical support and repair services; loaner laptops for extended repairs.

Q. What is the warranty?

A. ST. PAUL provides a one-year warranty that covers defects in material and workmanship for the product. Any ST. PAUL laptop that is handled by an outside source for maintenance will render the warranty null and void. St. Paul School must perform all maintenance and troubleshooting on all ST. PAUL laptops. The warranty does not cover repairs related to damage due to accident, abuse, neglect or misuse.

Warranties, by their nature, will cover parts and labor for manufacturer defects and internal mechanical failure, such as disk failures, inoperative keyboards, etc. Computer insurance is being researched as complements to the warranty by providing coverage for all kinds of unexpected, externally caused losses: theft, fire, power surges, lightning, spilled coffee in the keyboard, accidentally dropped laptop and natural disasters like earthquakes and hurricanes.

Q. What additional fees are charged for laptop use?

A. No additional fees are charged. Students will be responsible for any damages to the laptop in their care. Also, all Middle School students will be required to purchase a protective laptop carrying case.

Q. What is Accidental Damage?

A. Accidental Damage would be an external event that suddenly happens to your laptop that was not intended to occur. An example might be spilling liquid on your keyboard or accidentally knocking your laptop off a desk.

Q. Where do I go for help if I have a laptop hardware issue?

A. If you need immediate help with hardware issues such as a laptop that will not start up; or help with software issues such as a program not starting up, bring your laptop to Mr. Dooley in the Technology Department at the beginning of the school day.

For all non-emergency help please e-mail Mr. Dooley for Tech Support. You can expect to receive a response within 24 hours.

Q. What happens if my laptop needs to be repaired?

A. The Technology Department performs troubleshooting and repairs to laptops. The Technology Department will evaluate whether or not the problem can be serviced on site or should be serviced by the manufacturer or an authorized repair facility. In addition the Technology Department will provide you with a loaner laptop while your assigned machine is being repaired.

Q. May I borrow a laptop while my laptop is being repaired?

A. St. Paul School provides loaner laptops that may be borrowed (checked out to the student through the library software) until a laptop problem or repair is resolved. The loaner laptops are the same make and model as the laptop issued to you and will continue to have full access to software, network resources, maintenance and support. When you borrow a St. Paul School loaner laptop, it is expected that you will continue to follow the Acceptable Use Policy and be responsible for the machine's care and handling. Students may never borrow or use another student's laptop.

Q. Who is responsible for laptop damage?

A. St. Paul School sees the laptop as a valuable piece of equipment and trusts that the student will care for the laptop properly. Since it is in a student's possession for the entire school year, 24 hours a day, fees for damage-related repairs that are not covered under warranty are the responsibility of the user.

Q. What do I do if my laptop is missing?

A. First, retrace your steps checking all locations you have been in since you last had your laptop. Second, report the missing unit to Mr. Dooley immediately, so that steps can be taken to help you

find your machine. St. Paul School purchases the services of Absolute Tracking (Lo-Jack) Software. A Theft Recovery Team is quickly deployed whenever a computer is stolen or lost. Their software helps track machine locations through GPS technology.

The Technology Department will assign you a laptop to be used immediately. Notify your advisor and all teachers that your laptop is missing. Contact your classmates for any class notes that you may need to replace. It is expected that you will have backed up your work on a daily basis to your GoogleApps account. If the laptop is not found within two weeks, your parents will be notified and billed for the replacement of the ST. PAUL laptop.

If your laptop accessories and carry case are also missing, you will need to replace these items.

Q. What do I do if my charger, stylus or removable battery is defective, missing or damaged?

A. If missing, retrace your steps checking all locations you have been in since you last had your charger, stylus or removable battery. See Mr. Dooley for a replacement. Missing laptop accessories are not covered by warranty. You will be billed for the replacement of the missing charger, stylus or removable battery.

If defective or damaged, bring your charger or removable battery to Mr. Dooley. Mr. Dooley will evaluate the accessory to determine if it is defective or damaged. You will receive a replacement for the defective item at no cost since defects are covered under warranty.

Q. What is the life of a battery?

A. The ASUS battery will last approximately 6 hours. It is important that you come to school every day with your computer fully charged. You may need to charge your machine during the school day so bring your charger to school every day.

Q. May I keep my laptop over the summer?

A. No. Students must return their laptops during the last week of the school year to the Technology Department for reimaging the laptop. The Technology Department needs sufficient time to perform all laptop maintenance and upgrades in preparation for the next school year.

Q. What do I need at home?

A. The primary item needed at home is a connection to an Internet Service Provider. A high-speed cable or DSL connection is highly suggested.

Q. Where are guidelines for laptop use?

A. The Acceptable Use Policy provides guidelines for all technology users at St. Paul School. The St. Paul School Handbook includes a copy of the Acceptable Use Policy. St. Paul School does not condone use of technology for illegal activity and you will receive disciplinary consequences.

The Acceptable Use Policy and Handbook cannot include every possible misuse or inappropriate use of technology along with a consequence. Technology products and practices change daily. To help you become responsible users of technology, we would like you to make thoughtful decisions about your technology use. Put your technology use to the test with these guiding questions:

- When in class, is my technology use class-related?
- When on campus, is my use of network resources responsible? In other words, my technology use does not negatively impact the performance and/or security of network resources and other users.
- At all times, is my technology use honorable?

The handbook includes a Citizenship and Discipline section which states the consequences for misuse and inappropriate use of technology.

Q. What are my responsibilities as a student?

A. Come to school with laptop fully charged daily; Bring laptop and charger to school every day; Abide by the Acceptable Use Policy of St. Paul School; Use appropriate care and handling of the laptop; Seek assistance with laptop problems; Return loaner equipment promptly; Home Internet access; Students are responsible for backing up work to GoogleApps.

Q. How can I expect to use my laptop?

A. You are expected to check your GoogleApps Mailbox daily during the school year. Read your e-mail daily and respond if necessary within 24 hours. You will use your laptop every day in your academic course of study. In addition to using your laptop for taking notes, completing homework, e-mail and Internet research, here are just a few of examples of how students may learn with Technology:

- History classes may use Google Talk to communicate with experts around the world or create podcasts that discuss issues.
- English classes may create databases to collect, sort, and search English terms.
- Math classes may use calculator presentation software to view formulas and graph results.
- Science classes may use specialized software to collect and analyze data.

- Language Arts classes may record spoken passages and attach them to e-mails for teacher feedback.
- Art classes may create digital art or create websites.

Through the use of technology students will: Access course content and resources; Organize course content on laptops; View assessment calendars; Organize concepts with graphic organizers; Submit work to teachers in electronic format by sharing documents, or by sending them via email as attachments; Communicate; Collaborate; Solve problems; Engage in Digital Citizenship; Create authentic products to demonstrate knowledge and understanding.

Q. Will I receive training?

A. All students are required to participate in a Laptop Orientation to become aware of the Acceptable Use Policy and technology use expectations. As well, students practice laptop care and handling and technology skills required at ST. PAUL and have an introduction to repair processes. Laptop Orientations help students to feel competent and confident with using the laptop as a learning tool for their course of studies. Students will receive a Certificate of Completion of the Laptop Orientation class before being allowed to take the laptops home.

Ongoing training will be offered by Mr. Dooley, the Instructional Technology Coordinator.