

Quanah ISD 1-to-1 Macbook Program Handbook



Fall 2009

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Quanah ISD 1 to 1 MacBook Program Handbook

In an effort to provide our students and teachers with the tools they need to prepare for the future, Quanah ISD has implemented a 1 to 1 MacBook Program for students in 7th – 12 grades. This packet will serve as information for students and parents. In addition, forms are included that must be signed by the parent and student before a MacBook will be issued.

1. COMPUTER SPECIFICATIONS

The computer selected for use by Quanah ISD is the Apple MacBook.

2. ISSUING OF MACBOOKS

MacBooks will be distributed initially during the Fall of 2009. Exact date has yet to be determined. Parents and students must sign and return the MacBook Computer Protection Agreement, the Computer Loan Agreement, and the Student Pledge and pay the annual \$40.00 non-refundable computer maintenance fee before the MacBook will be issued to the student. Please read carefully and make sure you understand these documents before signing them.

MacBooks will be collected at the end of each school year for maintenance, cleaning, and software installations.

Students will be reassigned the same Macbook each year until Macbooks are replaced according to our current Macbook refresh schedule.

3. TAKING CARE OF YOUR MACBOOK

Students are responsible for the care of the Macbook they have been issued by the school. Macbooks that are broken or fail to work properly must be taken to the Technology Department. **Never try to repair the computer yourself or have someone outside the district work on it, as this could void our warranty and cause you to incur additional charges.**

3.1 General Precautions

- * No food or drink is allowed next to your Macbook. Spills incur costly repairs that are not covered by warranty or insurance.

- * Cords, cable, CDs, and removable storage devices must be inserted and removed carefully.

- * Students should NEVER carry their Macbooks while the screen is open. **Do not bend your screen back too far or carry your**

Macbook by the screen.

- * Macbooks should be closed when not in use to conserve battery life.

- * Macbooks must remain free of any writing, drawing, stickers, or labels that are not the property of Quanah ISD.

- * Macbooks must never be left unsupervised ANYWHERE

- * Students are responsible for keeping their Macbook battery charged for school.

3.2 Carrying Macbooks

The protective carrying cases provide Macbook with sufficient padding to protect them from normal treatment and provide a suitable means for carrying the computer within the school. The following guidelines should be followed:

- *The Macbook should always be inside the protective carrying case when being transported.

- *Students will only be allowed to use the protective carrying case provided by the school district. Do not purchase different carrying cases for the MacBooks.

3.3 Screen Care

The Macbook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage and costly co-pays, please adhere to the following rules:

- * Do not lean on the top of the Macbook when it is closed.

- * Do not place anything near the Macbook that could put pressure on the screen.

- * Do not place anything in the carrying case that will press against the cover.

- * Keep all objects (fingers, pens, pencils, etc.) off of the screen.

- * Do not place anything on the keyboard before closing the lid.

- * Clean the screen only with a soft, dry cloth.

- * Do not use Windex or other harsh chemicals to clean the screen.

4. USING YOUR MACBOOK AT SCHOOL

Macbooks are intended to be used at school each day. In addition to teacher expectations for Macbook use, school messages, announcements, calendars, and schedules will be accessed using the Macbook computer. Students are responsible for bringing their Macbook to all classes, unless specifically advised not to do so by their teacher.

4.1 Macbooks left at Home

If students leave their Macbook at home, they must immediately phone parents to bring it to school. Repeat violations of this policy will result in loss of take home privileges.

4.2 Macbook Undergoing Repair

Loaner Macbooks will be issued to students when they leave their Macbooks for repair at the Technology Department, if needed. If

the repair is covered under warranty and requires no deductible payment, a loaner will be immediately issued. If repair is not covered under warranty and requires insurance payment, loaner will not be issued until the deductible for such repair is paid.

4.3 Charging the Macbooks Battery

Macbooks must be brought to school each day **fully-charged**. Students need to charge their Macbooks each evening. Repeat violations of this policy will result in disciplinary action.

4.4 Screensavers & Backgrounds

Inappropriate media may not be used as a screensaver or background on your computer. Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, R-rated, or gang-related symbols or pictures, will result in disciplinary actions. Passwords on screensavers are not to be used.

4.5 Sound

Sound must be muted at all times at school unless permission is obtained from the teacher for instructional purposes.

4.6 Printing at Home

If your Macbook does not automatically install necessary drivers when hooked up to your home printer, bring the Macbook to the Technology Department to have the proper drivers loaded for you.

5 MANAGING FILES AND SAVING WORK

5.1 Saving to the Home Directory

Students will be logging into our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school related work.

5.2 Saving Data to Removable Storage Devices

Students must back up all of their work daily using removable file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON MACBOOKS

6.1 Originally Installed Software

The software originally installed by Quanah ISD must remain on the Macbook in usable condition and easily accessible at all times. The Macbook comes with Apple's Leopard operating system and with additional software. The school has loaded other applications needed for instruction. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be uninstalled at the completion of the course. Periodic checks of Macbooks will be made to insure that software that is no longer needed has been removed to avoid exceeding the number of licenses purchased by the district.

6.2 Virus Protection

The Macbook has anti-virus protection software. If you are required to do any antivirus updates, you will be notified at a later time.

6.3 Additional Software

Software must be approved and installed by Quanah ISD Technology Department. We must maintain accurate records of computer licenses and ensure that all software loaded on the computers is compatible with the Macbooks.

6.4 Software Updates

Updates of licensed software are available and necessary from time to time. If students are required to download these updates, instructions will be given at that time.

7. INSPECTION

Students may be selected at random to provide their Macbook for inspection to check for restricted images, settings, etc. Also, while logged in to the school's network, technology staff and administration will have the ability to view the desktops of all Macbooks, to capture images from them, and to freeze or take over control of the Macbooks if they are being used in a manner contrary to school policy and the Acceptable Use Agreement. This will only be used to ensure that Macbooks are being used for educational reasons and that students are staying on task.

8. RE-IMAGING THE HARD DRIVE

Occasionally, it will be necessary to re-image a Macbooks hard drive. This may be required to repair a software or hardware issue, or it may be to get rid of inappropriate content from a computer. **If re-imaging is required due to misuse by a student, there will be a \$15.00 re-imaging fee charged.** Whenever a student's computer is re-imaged, the Technology Staff will do their best to back-up the student's class files from the Macbook to be transferred back after the re-imaging is complete. The student is responsible for backing up personal music and images files. The school does not accept responsibility for the loss of any software or files due to a re-image.

9. ACCEPTABLE USE

9.1 General Guidelines

- * Student will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Quanah ISD.

- * Students are responsible for their ethical and educational use of the technology resources of Quanah ISD.

- * Access to Quanah ISD technology resources is a privilege and not a right.

- * Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

- * Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Code of Conduct.

- * Cyber bullying will not be tolerated and appropriate disciplinary action will be taken immediately by campus principal.

9.2 Privacy and Safety

- * Chat rooms and chain letters are prohibited.

- * Do not open, use or change computer files that do not belong to you.

- * Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.

- * Remember that storage is **not** guaranteed to be private or confidential.

- * If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an administrator immediately so that such sites can be blocked, and you will not be disciplined for breaking the Acceptable Use Policy or Student Code of Conduct. This is not a request -- it is a responsibility.

9.3 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the Quanah ISD Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to severe disciplinary penalties. Violation of applicable state or federal law including the Texas Penal Code, Computer Crimes, will result in criminal prosecution and/or disciplinary action by the District.

9.4 E-Mail & Chat Rooms

Email and Chat rooms are not to be used at school. Exceptions to this policy may be if an individual teacher sets up school-safe e-mail accounts to use as an instructional tool for a class project. If you choose to e-mail from your computer while at home:

- * E-mails and documents on school-owned equipment are part of the public domain and are NOT private and ARE subject to inspection.
- * Always use appropriate language.
- * Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- * Do not send mass e-mails, chain letters, or spam.
- * Students should maintain high integrity with regard to e-mail content.

9.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. This means if someone else uses your computer to break the rules, you are still responsible. Non-compliance with the policies of the Macbook Handbook and Technology Acceptable Use Policy will result in disciplinary action as outlined in the Student Code of Conduct. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by a designated District staff to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the Texas Open Records Act. Proper authorities will be given access to their content.

10. PROTECTING AND STORING YOUR MACBOOK COMPUTER

10.1 Macbook Identification

Macbooks will be labeled in the manner specified by the school. Labels are **NOT** to be intentionally removed from the Macbooks. Macbooks can be identified in the following ways:

- * Record of serial number
- * Individual User account name and password

10.2 Password Protection

Students are expected to keep their password confidential. Remember that if someone logs into your computer and breaks the Acceptable Use Policy, you are still responsible for all inappropriate items found on you Macbook. **It is in your best interest to keep your password secure.**

10.3 Storing Your Macbook

When students are not using Macbooks, they should be stored in a locked room. Students should take the Macbooks home every night and charge them. Macbooks should never be left in a vehicle (locked or not) anywhere. They are an attractive target for thieves.

10.4 Macbooks Left in Unsupervised Areas

Under no circumstances should Macbooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library, unlocked classrooms, and dressing rooms. Any computer left in these areas is in danger of being stolen. Unsupervised Macbooks will be confiscated by staff and taken to the Campus Principal or Technology Department. **If a Macbook is found unsupervised, there will be a \$20.00 fee to reclaim your Macbook.** Disciplinary action may also be taken for leaving your Macbook in an unsupervised location.

11. REPAIRING OR REPLACING YOUR MACBOOK COMPUTER

11.1 Apple Warranty and Insurance Deductibles

Warranty coverage is purchased by Quanah ISD as part of the purchase price of the equipment. Apple warrants the Macbooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Macbook or Macbook replacement. **The Apple warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses.** If this happens, Macbooks must be sent off for repair through our insurance company's service vendors. This will incur a \$250.00 deductible the first time a Macbook has to be sent off. If a Macbooks has to be sent off a 2nd time due to misuse, accidents, etc., again a \$250.00 deductible will be required. Loaner Macbooks will only be provided after the deductible has been paid. For the 3rd incident, the student will be charged the entire cost of the repair/replacement and administrative decision will be made regarding the student's further take-home privileges.

11.2 School District Insurance Protection

School District Protection is mandated to cover Macbook replacement in the event of theft or accidental damage. The protection premium is \$40.00 annually for each Macbook.

11.3 Claims

All insurance claims must be reported to the Technology Department. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution. A Student making a false report will also be subject to disciplinary action as outlined in the Student Code of Conduct. The district will work with law enforcement agencies to alert pawnshops and police departments in the area to be aware of this district-owned equipment.

11.4 Loss of Replaceable Computer Parts/Accessories

If a student loses or destroys any of the following components, they will be charged full replacement costs for those items. Currently those prices are as follows:

- * Power Module/cord - \$71.00
- * Battery - \$116.00
- * Macbook carrying case - \$25.00

12. MACBOOK TECHNICAL SUPPORT

The Technology Department coordinates the repair work for Macbooks. Services provided include the following:

- * Hardware maintenance and repairs
- * Password identification
- * User account support
- * Operating system of software configuration support
- * Application information
- * Re-imaging hard drives
- * Updates and software installations
- * Coordination of warranty repairs
- * Distribution of loaner Macbooks and batteries

13. LIST OF REQUIRED AND POSSIBLE FEES

Required Computer Protection Fee - \$40.00 annually
Damage or Theft requiring insurance claim - %250.00 deductible or actual cost (whichever is less – see Macbook Computer Protection Agreement)
Intentional Damage to Computer or Lass – Full replacement cost of computer
Re-Imaging of computer due to inappropriate content or student misuse - \$15.00
To reclaim a Macbook left unattended - \$20.00
Lost or destroyed Power Supple - \$71.00 (or actual replacement cost)
Lost or destroyed Battery - \$116.00 (or actual replacement cost)
Lost or destroyed Macbook Carrying Case - \$25.00 (or actual replacement cost)