



St. Mary's Catholic School
Netbook/Laptop program
Student Handbook
2011-2012

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I. Student and Parent Expectations

- a. Read the Laptop/Netbook 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 Netbook to school every day.** Netbooks are provided to enhance the educational experience at St. Mary's Catholic School (SMCS). Students will not have access to 'loaners'. Class work to be completed on the Netbook will be the responsibility of the student. Students will not be allowed to arrange for their Netbook to be delivered to school.
- d. **Bring the Netbook to school fully charged.** *No recharging at school.* Repeatedly bringing an uncharged Netbook to school may result in loss of laptop privileges for a period of time.
- e. **I will not leave the Netbook unattended** except when approved by a teacher and stored in a safe, secure location. Netbooks found unattended in a public space will be brought to the SMCS Principal's Office. An incident report will result and the student will be notified. Students are responsible for securing the Netbook in their locker 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 carrying/storage case at all times and will put the computer in "sleep" mode between classes.** The carrying/storage case reduces damage to laptops. When not in use, power down the computer or put it in "sleep" mode to preserve battery power.
- h. **While at school, I will only use the Netbook when in a classroom supervised by SMCS staff.** I will not use the Netbook in the lunchroom, playground, hallways, gym, or car. Students will not take Netbooks to lunch.
- i. **While away from school, I will only use the Netbook in a location free from food, liquid, and debris.** Spilling food or drink on the laptop could permanently damage the Netbook. If a spill occurs, unplug the Netbook. Drain the fluid out of the Netbook then bring it to the SMCS Principal's office 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 Netbook.** Setting heavy objects, like musical instruments, sports equipment, or books, on the Netbook 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 Netbook. The Netbook 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 Netbook available for inspection by an administrator, teacher, or staff member upon request.** I understand that the Netbook 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 Netbook in accordance the school 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 Netbook to the Technology Department for maintenance and updates when requested. Netbooks 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 Netbook.
- 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 member of the SMCS faculty or administration if you have questions about using copyright material or how to cite copyright material.
- p. **I will not use the Netbook to access social networking sites such as MySpace, Facebook, or Twitter.** SMCS owns the Netbook. Because of security, safety, and content issues associated with social networking sites, students are not permitted, at home or at school, to use the Netbooks to access these sites. Students are not permitted to send e-mail, instant messages, or other communications from the Netbooks unless such use is authorized or directed by SMCS faculty or administration.
- q. **I will not use or harm another student's laptop.** I will not loan the Netbook 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 Netbook 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 Netbook obtained with logins or passwords is the responsibility of the student.

- 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 Netbook, including the network and security settings. I will not install or remove hardware or software. I will not access the laptop 'utilities' folder.** The Netbook 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 Netbook or the carrying/storage case.** Students must handle the Netbooks with care. The Netbooks 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. You are only allowed to personalize the case with a removable luggage tag.
- u. **I will not travel with or use the Netbook 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 Netbook. Ultimately, it is the parents who bear the financial responsibility for damages or loss related to the Netbook. 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 Netbook.** If any repairs need to be made, the student can bring the Netbook to the SMCS office. **MAKE NO ATTEMPT** to fix the laptop. Unauthorized repairs to the Netbook 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 Office.** I will report loss/theft of my Netbook to my parents, SMCS, and proper authorities within 24 hours. Parents should complete a Netbook Damage Report Form found on the school website for their student to submit to the SMCS Office. Theft should be reported to the student's parents, the police, and the SMCS Office within 24 hours.

II. Netbook Quick Tips

- ALWAYS keep the Netbook in the carrying/storage case, when not in use.
- When not in use, put the Netbook in the “sleep” mode or power down to extend battery life.
- Do not leave the Netbook unattended!
- Do not store your laptop in your locker overnight!
- Keep liquids and food away from the Netbook.
- Back up important documents to an external flash drive regularly. Organize and maintain files.
- Report problems to the SMCS office as soon as they occur.
- If you accidentally access an inappropriate Internet site, notify an adult as soon as possible.
- The Netbook 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 Netbook at home or at school, unless as a class-directed activity.
- 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 Netbook.
- Do not scratch, hit, or push on the screen. Do not put heavy objects on the Netbook!
- Do not attempt to repair the Netbook.
- Do not expose the Netbook to extreme temperatures.
- Do not leave the Netbook in any vehicle at any time of the year.
- Do not use the Netbook in a moving vehicle.

III. Frequently Asked Questions

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

(See Section IV for additional fee information.) The manufacturer's 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 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. Hewlett Packard (or other manufacturer) 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 manufacturer's 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, students are responsible for theft, loss, or damage as a result of abuse or neglect.

- 2. Do the Netbooks have "filters" to prevent access to inappropriate websites and content?**

No. However, we do have filters on our campus network. It must be remembered that these controls are not perfect. There is no guarantee that what you may consider inappropriate for your child will be blocked by these filters. Students must also be held accountable for accessing inappropriate websites, with the exception being accidental access (which should be reported to the teacher at the time or as soon as possible following the event). SMCS will randomly check Netbooks for websites visited and materials accessed. Your child will be responsible for inappropriate use of the Netbook (whether at home or at school) in accordance with SMCS Technology Acceptable Use policies.

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

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

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

Yes. However, email should be connected to school-related assignments and activities. SMCS does not allow e-mail, instant messaging or other interactive communications unless for school-related purposes.

5. May students put music on the Netbooks?

Yes, **with teacher permission**, students may download appropriate music for school-related purposes. Music should be related to assignments and activities supervised by SMCS faculty.

6. May I use a mouse?

Yes. These are not provided by SMCS.

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

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

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

Contact the School Office directly during school hours, or by voicemail or email after school hours. A response will be initiated within one business day.

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 Netbook?

Yes. Most home printers are supported by the Netbook. 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 School Office for installation.

11. How do I configure Internet access?

Contact your Internet provider for instructions.

IV. Program Fees and Expenses

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

V. Netbook Basics and How to Care for the Netbook

Tips for Getting the Most from your Battery

- 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 Netbook to sleep if it will be used within the next two hours. Restarting within two hours uses more power than “sleeping”.
- Use the desktop wallpaper provided. Complex and dark images use more power.
- Use the Netbook in moderate temperatures. Extreme temperatures will diminish the battery’s capacity and can damage the laptop. **DO NOT LEAVE THE NETBOOK IN THE CAR.**

Cleaning

Do not clean the outside of your nETBook. Keep it in the storage/carrying case.

Cleaning the Netbook Screen

- Take the Netbook out of its protective case.
- Use a clean, soft, lint-free cloth only and wipe the screen. Do not spray or apply any 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 Netbook to the SMCS office.

Plugging In the Power Adapter

It is your responsibility to charge the Netbook battery and bring it to school fully charged. Chargers stay at home unless asked by the School Office. Provide space around your power adapter.. A surge protector can help prevent damage from power surge. **WARNING:** Use only the power adapter supplied with the Netbook.

Using the Netbook

When using the Netbook or when charging the battery, it is normal for the bottom of the case to get warm. Use the Netbook when it is on a flat, stable surface.

WARNING: Do not place your Netbook 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 Netbook is exposed to rain or any other excess moisture.
- The Netbook has been dropped or the case has been otherwise damaged.
- You suspect that the Netbook needs service or repair.

WARNING: 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.

WARNING: Electrical equipment may be hazardous if misused. Never push objects of any kind into the Netbook 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.

Netbook Assistance and Repair Process

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

1. Ask a teacher or another student for help
2. Take the Netbook to the SMCS office 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, arrangements for a replacement may be made, depending on cause of the problem and availability of an a replacement machine. The SMCS IT Department may repair the Netbook on site or may send the Netbook to the manufacturer for repair. NOTE: Do not seek technical assistance from outside providers. SMCS's warranty with the manufacturer could be voided if unauthorized repairs are performed. NO reimbursement for any unauthorized repairs will be made.

VI. IT Department

Hours: 8 AM – 4PM School Days

Hardware Contact:

Mike Allen

mallen@stmaryslgv.org

903-757-5893 ext. 312

Software Contact:

Susan Wells

swells@stmaryslgv.org

903-757-5893 ext. 303



St. Mary's Catholic School Laptop/Netbook Damage Report

Student Name: _____

Computer ID #: _____ Date of incident: _____

Description of damage or loss:

NOTE:

*I understand that I am responsible for certain costs related to damage/loss not covered by the warranty as specified in the **St. Mary's Catholic School Netbook Student Handbook**.*

I also understand that St. Mary's Catholic School will arrange for all repairs from its vendor. I understand that I am prohibited from trying to repair the laptop on my own. I further understand that the School will not issue this or another Netbook to my child until all applicable parent repair/replacement fees have been paid or payment arrangements have been agreed upon.

Parent Signature

Date

Student Signature

Date

Submit this form with damaged laptop to the SMCS Office