

Tupelo Public School District
iCreate the Future
Parent/Student Technology Handbook

STATEMENT:

The Tupelo Public School District “*iCreate the Future*” initiative enables our students to have the tools necessary to engage in a 21st Century educational program that ensure a rigorous and relevant learning environment. In support of the TPSD mission, this project will empower our students to learn to their full potential and prepare for a global society.

PURPOSE:

The “*iCreate the Future*” handbook provides students and parents with expectations outlining guidelines for responsible use and liability issues. In addition, the handbook provides technical support options, frequently asked questions, TPSD Acceptable Use Policy, and proper use of MacBook information.

LAPTOP DISTRIBUTION:

- Students will participate in a 5-day training prior to being issued a laptop. Parents will be asked to sign the TPSD Acceptable Use Policy, sign the TPSD User Agreement, pay the laptop usage fee or arrange a payment plan. All other school orientation documentation and paperwork, as well as payment of any student outstanding fees (previous school year), will also be required before a laptop will be distributed.
- In the event a parent is unable to attend the distribution, an individual appointment may be scheduled with the school’s Help Desk.

RESPONSIBLE USE AND LIABILITY ISSUES:

- Parents/Students will be held personally and financially responsible for any cost associated with damage or destruction of an issued laptop that result from inappropriate behavior of their child.
- Students will adhere to TPSD Acceptable Use Policy to ensure proper use of laptop and network access.
- Students will use the laptop bag issued by TPSD. Not using the TPSD bag will be considered a violation of the user agreement and will result in the laptop being confiscated.
- Students will be responsible for the proper use, as defined by TPSD, of the laptop issued to each individual and for bringing the laptop in operable condition to class. Violations may result in disciplinary action.
- The laptop will be used in class only when requested by the teacher. When the laptop is not used as part of the lesson, the student will keep the laptop in the bag issued by TPSD.
- Parents/Students will pay a mandatory yearly usage fee as defined by TPSD. The usage fee is \$50, *which is nonrefundable and not prorated. Please note that this is not insurance.*
- Student will not use this laptop for immoral, illegal or unethical purposes.
- Parents will be held responsible for Internet access and monitoring of Internet access and activity off TPSD campuses.
- Parents/Students will notify the school Help Desk if the laptop becomes inoperable or damaged. Parents/students will be responsible for repair costs. The laptop will not be returned until the repair costs are paid. In the event that the laptop cannot be repaired, the parent/student is responsible for paying the \$250 deductible of the laptop insurance. If the damage is not covered by the insurance policy (misuse or abuse by student or others), the parent/student is responsible for the cost of replacing the laptop with a new one.
- In the event of theft, parents/students will notify local law enforcement, and the school Help Desk within 24 hours. The parent/student must provide TPSD with a police report.

- Parents/students will be responsible for the return of laptop (and any associated fees) at the end of each school year, or in the event of withdrawal from TPSD. Criminal charges may be filed through local law enforcement in the event a TPSD laptop is not returned or associated fees paid.
- Students will make laptops available for inspection by an administrator or teacher upon request. All files, messages or information accessed, downloaded or transferred on district-owned technology are not private.

PROPER USE GUIDELINES:

- *Students are responsible for adequate care of TPSD issued laptop and accessories.*

Accessories

- MagSafe Power Adapter
- Extension Power Cable
- Laptop Carrying Case

General Guidelines

- Insert all external cables and/or devices carefully.
- Do not eat or drink while using laptop (a liquid spill usually damages the laptop beyond repair)
- Do not stack objects on top of laptop.
- Do not place laptop on the floor or in a seat.
- Do not place laptop near edges of table or desk.
- Do not use laptop near water, such as a pool or sink or while hands are wet.
- Keep pets away from laptop.
- Close the laptop before picking up or moving the laptop.
- Ensure battery life is full before arriving to school.
- Do not write, mark or scratch nor place stickers or labels on laptop.
- Use TPSD issued carrying case during all laptop transport.
- Never transport laptop with screen open or hold by screen to transport.
- Clean screen with a soft, dry cloth or anti-static cloth.
- Do not force the display if you meet resistance. The display is designed to open up to 135 degrees from the closed position.
- Do not poke screen with finger or other objects.
- Do not write on screen.
- Do not place anything on keyboard before closing the lid (e.g. pencils, pens, or disk).
- Do not loan your laptop or charger to another student.
- Do not remove the bottom or top case covers from the laptop. Never attempt to remove the keyboard or any other parts of the laptop.
- Laptops need not be shut down during the day. Simply close the lid and wait for the sleep indicator before moving laptop or placing it in carrying case, rather than shutting it down. (Be sure the sleep indicator starts pulsing indicating that the computer is in sleep mode and the hard disk has stopped spinning) before you move your laptop.
- During the school year, students will receive instruction in the following areas:
 - Digital Citizenship
 - Cyber Bullying
 - Internet Safety
 - Social Media

Protecting Your Laptop

- When laptop is not in use, store in student's secure locker and in the proper case.
- Take laptop home each day, even if not needed.
- Do not store laptop in vehicle at home, school or any other location (including school bus).
- Do not leave laptop unattended in classroom, bus, cafeteria, commons area, gym, outside or any other areas.
- Carry your laptop in the TPSD issued case.

Laptop Use at School

- Students are only allowed to use TPSD- issued laptops. Students may not use personal laptops on TPSD campus.
- Students are expected to bring laptop to school each day with full battery life.
- Charge battery at home each evening.
- May recharge battery in designated areas on campus before school, during lunch and after school.
- Students are only allowed to use the laptop and/or specific software during class under the instruction of the teacher.

Laptop Under Repair

- Student will complete alternate assignments that do not require the laptop until the laptop is repaired and all associated costs are paid by the parent/student.

Installed Software

- Specific software will be provided for students.
- Students are not allowed to install any software.
- Software updates, additions, and removal will be periodic throughout the school year. Students will adhere to these processes.

Privacy and Safety

- Never reveal identifying information, files or communication to others through network or Internet activities.
- Report any inappropriate communications or activities sent or inadvertently accessed to appropriate school officials.
- TPSD laptops and network devices are neither private nor confidential to individuals.
- Use a flash drive to back up files.

Plagiarism and Copyright Infringement

- Students will comply with trademark and copyright laws and all license agreements.
- Students will be held accountable for any plagiarized material gained from Internet access.

Laptop Repair and/or Replacement

In the event of a damaged, lost, stolen laptop:

- Parents/Students will fill out an incident report at the school Help Desk (in the case of theft, additionally, parents/students will file a police report with local law enforcement and provide documentation of coverage or non-coverage of homeowners, auto and/or rental insurance company).
- The incident report will be investigated and reviewed by appropriate school officials to determine appropriate responsibility and monetary fee coverage.
 - Basic warranty coverage will be applied by the school through school technology services (Help Desk).
 - Other damage (neglect, abuse, or misuse) will be the financial responsibility of parent/student. For damages that are covered by insurance, Tupelo Public School District insurance coverage will assess a \$250 deductible fee to parent/student for damages of or above \$250. For those damages not covered by insurance the parent/student will be required to pay for a replacement laptop.
- Repair and replacement services will be handled through each school's technology services (Help Desk), once warranty or fees have been cleared.

Laptop Technical Support – ALL Repair and Maintenance must be done by TPSD certified technicians.

- Hardware Maintenance and Repairs – School Help Desk
- User Account Support – School Help Desk
- Operating System and Software Configuration – School Help Desk
- Application Information – School Help Desk
- Updates and Software Installations – Helpdesk
- Imaging – Helpdesk
- TPSD is not responsible for any off-campus Internet access services.
- TPSD is not responsible for support of any personally owned external devices (Ipods, PDA's, printers, cameras, etc.).

FREQUENTLY ASKED QUESTIONS:

Q: If I already own a laptop can I use it instead of school issued?

A: Not on school campus. The student is required to use the TPSD issued laptop for all school purposes while on TPSD campuses. This is to ensure all students have TPSD network capabilities and appropriate software for classes.

Q: What happens if a TPSD parent and/or student does not participate in the laptop initiative?

A: The student will be assigned alternative work in place of any work required from use of the school issued laptop. Students will be allowed to borrow a school laptop through the media center with school official supervision before school, after school or during lunch (not during class time). The student will not be allowed to take the laptop out of the media center.

Q: What if a parent and/or student does not sign the TPSD Acceptable Use Policy?

A: The student will not be issued a laptop.

Q: Will the student be allowed to have the laptop over the summer?

A: No. All laptops will be turned in at the end of the school year for general maintenance and updating. Students will receive their laptops again at the training sessions in the fall.

Q: How will TPSD monitor students' activities on the laptop for inappropriate web sites?

A: TPSD has an Internet filtering system that blocks most inappropriate websites. Also, teachers and administrators will monitor daily activities in the classroom. Parents will be responsible for off campus Internet access and monitoring.

Q: Can I attach my personal Ipod?

A: Yes. Students are allowed to attach iPods and iPads. However, there will be no school support for such devices.

Q: Will I be allowed to access the Internet at home? If so, how?

A: Yes. Students are allowed to access the Internet off-campus with full responsibility falling on the parent. Students may use an Ethernet cable for high speed wired access or may access through a wireless connection. The laptops will not support dial-up access.

Q: If accessories to my laptop are lost or stolen. What should I do?

A: Parent/student is responsible for MacBook accessories. Parent/student should notify school Help Desk and fill out an incident report. MacBook accessories and associated fees are the responsibility of the parent/student.

Q: Do I need a printer?

A: TPSD printer access will be provided at individual schools. However, printing will be encouraged to be minimal.

Q: What will I do in class if my laptop is being repaired or replaced?

A: The school will provide students with alternate assignments until the laptop is replaced and all fees are paid.

Q: What if I do not have a fully charged battery when I get to school?

A: Students are encouraged to charge their MacBook battery every night in preparation for class the next day. MacBook batteries are expected to last 6-8 hours on a full charge. There will be battery charge areas in classrooms and throughout the school. Students will be able to recharge for a short period if needed.

Q: What if I do not turn in my laptop or pay any associated fees at the end of the school year?

A: A criminal charge may be filed through local law enforcement.

Q: What if my TPSD laptop is destroyed during a car wreck?

A: Parent/student will issue an incident report. School administration will investigate and if the damage to the laptop is not at the neglect, abuse, or misuse by the student. The auto insurance remittance for the laptop will be paid to TPSD. If the district insurance covers the cost, the parent/student will pay the \$250 deductible fee. If no insurance covers the damage or replacement, the parent/student are responsible for costs.

Q: What if my TPSD laptop is stolen from my home?

A: Parent/Student will file a local police report. Parent/Student will issue an incident report through his/her school Help Desk. The parent/student will provide remittance through homeowners, auto and/or rental insurance from personal insurance company(s). The parent/student will pay \$250 deductible fee if the district insurance is used.

Q: How do I log in to my laptop?

A: Student **User Name** is: first name initial, middle name initial and last name (ex: imkind). Student **Password** will be the MSIS state code number. If you have any problems with your login and password contact your campus Help Desk.

BASIC MACBOOK INFORMATION:

System Preferences

- Students can quickly make the desktop look the way they want using System Preferences.
- Choose Apple () System Preferences from the menu bar. System Preferences is the command center for most settings on the MacBook.

Putting MacBook to Sleep or Shutting It Down

- When a student finishes working with the MacBook, he/she can put it to sleep or shut it down.

Putting MacBook to Sleep

If a student will be away from his/her MacBook for only a short time, he/she can put it to sleep. When the laptop is in sleep mode, it can quickly wake and bypass the startup process.

To put the computer to sleep, do one of the following:

- Close the display.
- Go to the Apple () menu and choose Sleep from the pull-down menu.
- Press the power (⏻) button and then click Sleep in the dialog box that appears.
- Go to the Apple menu and choose System Preferences, then click Energy Saver, and set a sleep timer.

The sleep LED on the right front of the MacBook will pulse to indicate that the unit is in sleep mode.

To wake your MacBook, do one of the following:

- If the display is closed, simply open it.
- If the display is already open, press the power button or any key on the keyboard.

When the MacBook wakes from sleep, the applications, documents and computer settings are exactly as you left them.

Shutting Down MacBook

If a student does not plan to use his/her Macbook for a lengthy period of time, it is best to shut down.

To shut down the computer, do one of the following:

- Go to the Apple () menu and choose Shut Down from the pull-down menu.
- Press the power (⏻) button and then click Shut Down in the dialog box that appears.

When you shut down your MacBook, all applications quit (unlike in sleep mode, when applications can be running and documents can be open).

Important: Be sure your MacBook has shut down completely before you close the display, or it might not shut down properly. To determine if the shutdown is complete, make sure that you have a black screen, no active power light, and no fan or drive noise.

Using Your Battery

- When the power adapter isn't connected, your computer draws power from its battery. The length of time that a student MacBook can run on the battery depends on the applications used and the external devices connected.
- Students can determine the charge left in the battery by looking at the battery-level indicator lights on the bottom of your MacBook. Press the button next to the lights, and the lights glow briefly to show how much charge is left. You can also check the charge this way with the battery out of the computer.
- If only one indicator light is on, very little charge is left. If no lights illuminate, the battery is completely drained and the MacBook won't start up unless the power adapter is connected.  This is the trackpad preference pane (in System Preferences), where users can customize their trackpad preferences and includes helpful videos to guide you through all of the Multi-Touch gestures.
- Students can also check the amount of battery charge remaining by viewing the battery status icon in the menu bar  on the MacBook desktop.
- If a student's battery charge runs low while working, attach the power adapter and let the battery recharge.

Tips for Battery Conservation

The amount of work time your battery can provide before you need to recharge depends on the applications and peripheral devices you're currently using, and the steps you take to conserve power while you work.

For optimal conservation of battery power, do the following:

- Disconnect peripherals when you're not using them.  Connected peripherals, such as printers and even when you're not using them.
- Quit applications that you aren't using.
- Turn off AirPort or Bluetooth when they aren't in use. (Use the AirPort and Bluetooth status icons in the menu bar. If these icons don't appear in the menu bar, you can turn them on in the Network and Bluetooth panes of System Preferences.)
- Eject CD and DVD discs when they aren't in use.
- Reduce screen brightness using the brightness controls (F1 and F2) on the computer's keyboard when the computer is being run on battery power.
- Set the hard disk to spin down after a short time. In the Energy Saver pane of System Preferences, select the checkbox labeled "Put the hard disk(s) to sleep when possible."
- Set your MacBook to go to sleep after 5 minutes of inactivity (or even less).

DVD/CD Slot Drive

Gently push the dvd/cd into the slot-loading optical drive located on the right side of the MacBook. Be sure to insert the dvd/cd label-side up. The dvd/cd will need to be inserted approximately 90% of the way in before the MacBook will pull the dvd/cd in the rest of the way.



To eject a disc, do one of the following:

- Drag the disc icon to the Trash. The Trash icon will change to the Eject (⏏) icon.
- Select the disc icon, then press and hold the Eject (⏏) key on the keyboard until the disc ejects.

Allow the disc to fully eject before removing or reinserting it. If you can't eject the disc, quit any applications that might be using the disc and try again. If that doesn't work, restart the computer while holding down the trackpad.

MacBook Trackpad

- The entire trackpad is the button, so you can click anywhere.
- Use two fingers to scroll up and down a page.
- Pinch to zoom in and out.
- Rotate an image with your fingertips.
- Swipe with three fingers to flip through your photo libraries.
- Swipe with four fingers to show your desktop, view all open windows, or switch applications.
- Students can right-click with two fingers or configure a right-click area on the trackpad.



Volume Control

To control the volume on your Macbook, do one of the following:

- Click F11 to decrease volume
- Click F12 to increase volume
- Click F10 to mute volume
- Select the Volume Icon at the top right hand side of your desktop screen.

Software

Student MacBook's have pre-installed software available for use.

A Few Software Packages Included:

- iLife 09 - iPhoto, iMovie, GarageBand, iWeb, and iDVD
- iWork 09 - Keynote, Pages, and Numbers
- Adobe Design Premium CS4 - Photoshop, Flash, Dreamweaver, Illustrator, InDesign, and Fireworks

Macintosh Fundamentals

The Macintosh operating environment is known as the **Finder**. The **Finder's** workspace is known as the **Desktop**. **Files** are kept in **Folders**. Active files or folders (also called windows) have gray title bars at the top of the window. A window can be opened by double-clicking on an icon. (Remember that the tip of the arrow, or cursor, is the active portion of the move. Click on the icons and not the text). A window can be closed by clicking on the red dot at the upper left of the windows title bar. This does not close the program. To exit the program, go to the program title bar, click on the program name, and select Quit.

Apple Menu

This menu is accessible at all times. It will be located on all screens that a student might access.

- About this Mac: Contains information such as operating system, the version, memory, and processing speed.
- Software Update and Mac OS Software: Students are not allowed to update, download, or install software.
- System Preferences: Allows users to customize the computer by changing desktop preferences.
- Dock: Allows users to set their application dock preferences.
- Recent Items: List the most recently used applications and documents.
- Force Quit: Allows the user to quit an application that does not appear to be working correctly.
- Sleep: Allows the user to put the computer in sleep mode to conserve energy by turning off the display and stopping the hard drive.
- Restart: Allows the user to shut down the computer and immediately start it again.
- Shutdown: Allows the user to shutdown the computer.
- Log Out: Allows the user to secure information stored on laptop.

Troubleshooting Guide

Here are a few guidelines to use to troubleshoot the MacBook before bringing it to the school Help Desk for service.

- If you have a black screen when you open the computer, press the “num lock” or “caps lock” key on the keyboard. If it lights up, the computer is on. Try moving a finger across the trackpad or press the Apple key on the keyboard to wake the computer.
- Remember that it might take several seconds to wake the computer. If the above does not work, hold the Power Button down until the “caps lock” key is not lit. Then push the Power Button again to turn on the computer.
- Shut down - the screen will go black, all the lights should be off, and the computer should not be making any sounds prior to the lid being closed.

In taking these steps, the MacBook should respond quickly when turning on or waking from sleep. All actions stop when the lid is closed regardless if the actions are complete.

- *If the computer is not responding or working properly:*
 - Try restarting the computer by clicking on the Apple Menu in the upper left corner and selecting “Restart.”
- *If a program is not responding:*
 - Try using “Force Quit” in the Apple Menu to end the program.
 - Place the cursor directly over the program icon in the Dock.
 - Hold down the trackpad button until a menu appears.

WEB RESOURCES:

Mac Intro

- Mac 101: Get Started with the Mac - <http://www.apple.com/support/mac101/>
- Switch 101: Migrate to Mac - <http://www.apple.com/support/switch101/>
- Find out how - Mac Basics, Photos, Movies, Web, Music, iWork & MobileMe:

<http://www.apple.com/findouthow/mac/>

- Online Tutorials: <http://www.apple.com/education/teachers-professors/online-tutorials.html>

Apple

- Apple Education - <http://www.apple.com/education/>
- Apple Learning Interchange - <http://ali.apple.com>
- Apple iWorks - <http://www.apple.com/iWork>