



Ada Christian School
— Faith. Strong. —

Laptop Guidebook for Students and Parents

2015 – 2016



“Equipping students for service in God’s world”

Introduction

Ada Christian School is pleased to be able to provide each student entering grades 6 - 8 a device to enhance, enrich, and facilitate learning and communication. The use of an ACS device is a privilege extended to students for use inside and outside the school facility. With privilege comes responsibility, and as a condition of use, students and parents are required to read, agree and comply with the contents of this laptop guidebook. Students and parents must also read and sign the Laptop Contract and ACS Technology Responsible Use Policy.

Instructional Technology

Ada Christian School believes that technology has much to offer students with its wide variety of resources and has become a critical tool in the learning process. The mission of Ada Christian is to equip students for service in God's world. Part of equipping students is allowing them access to the tools needed for education in the 21st century. Specifically we plan to transform instruction with the following goals and objectives.

Transforming Instruction and Learning

Multiple dispensers of knowledge

The teacher is no longer the sole dispenser of knowledge and can more effectively direct student discovery of knowledge. Knowledge is gained through access to multiple resources and is shared through other students as well as the teacher.

Independent learning

Encourage independent learning at the student's own pace. Allow for extra time to enable slower learners to grasp new ideas, while quicker learners can move on to new material or study the subject matter in greater, richer depth.

Critical thinking and problem-solving

Develop critical thinking and problem-solving skills. Avoid rote memorization; instead ask questions such as, "why?" "How does this affect God's world?" "How does this affect me as a child of God?" "How can I impact God's world in a positive way?"

Collaboration and sharing

Promote collaborative learning and sharing of knowledge via group projects and team problem-solving.

Communication

Through organization and delivery of thoughts and knowledge both in written and oral forms students will strengthen their communication skills. Student-to-student and student-to-teacher communication will increase.

Why Laptops and Digital Technology:

Complementary to our Mission

Modern technology helps us achieve our mission to “Equip students for service in God’s world by integrating academic excellence with a distinctly Christian perspective.”

Independent learning and pace

1:1 computer access encourages independent learning at the student’s own pace and develops critical thinking and problem-solving skills.

Student motivation

Computers offer unique ways of learning, which motivate students to eagerly participate.

Continuity

Laptops that can be taken home provide seamless continuity on projects, homework, collaboration, and communication between teachers and students.

Consistent with trends in modern society – this is how work is done today in the world

Our society has become increasingly dependent on technology. Computers are not a supplemental part, but an integral part of society and of the educational process.

Equal access

For assignments and projects involving technology, all students should have equal access to equipment at home as well as at school.

Embolden timid students

Computers allow for anonymous questioning from timid students.

Instant assessment

Computers enable teachers to instantly assess a class’s grasp of new concepts/information.

Limitless resources

The internet provides access to virtually unlimited, constantly updated, and in most cases, free resources, more extensive and more up-to-date information than aging textbooks can provide, and at a lower cost.

Future education/employment

Technology skills are crucial for future higher education and employment. Whether high school, college or beyond, skills and values taught at ACS provide an excellent foundation for the future of every student.

Discernment

Our children are already using technology – we can now teach time discernment and responsibility! As a Christian school, ACS is uniquely equipped to assist students in gaining the discernment and responsible use of technology.

Safety

We are sensitive to the need for security when using the Internet, and safeguards have been built into our planning and delivery of this service.

Programs on the Computer

- **OS X Yosemite** (10.10) - Operating System
- **iLife** – suite of multimedia tools including iPhoto (photo organizing/editing), iTunes (music/audio management), iMovie (video editing), Garage Band (original music creation), iWeb
- **iWork** - Pages (desktop publishing), Keynote (presentations), Numbers (spreadsheets)
- **Open Office** (*free* Microsoft Office type suite of programs)
- **Safari and Google Chrome** web browsers
- **Web based services** – Moodle, E-mail, PowerSchool, helpdesk, collaboration tools, etc.

Student and Parent Responsibilities

Handling and Proper care

- Treat the laptop with care and respect.
- Keep all food and liquids away from the laptop.
- Cleaning - only use designated screen cleaners with a soft cloth such as a microfiber cloth.
- Use the device on a flat, stable surface; using a device on soft items such as pillows and blankets can cause the laptop to overheat.
- Laptops and their cases should not be defaced in any way (adhesive stickers, drawings, engravings, etc.).
- Laptop should be kept in the case at all times.
- When closing lid, be careful not to leave pencils or pens on the keyboard, or papers in the computer compartment.
- Keep the laptop and cords away from very young children and pets.
- Magnetics will erase computer hard drives; keep all magnetic items away from the laptop.
- Do NOT leave a laptop in an unattended unlocked vehicle, even if the vehicle is in a driveway or garage:
 - Never leave the laptop in plain sight. The best place is in a locked trunk; if there is no trunk, cover it and lock the doors.
- Extreme temperatures or sudden changes in temperature can damage a laptop; if exposed to extreme temperatures, allow it to acclimate to room temperature before starting.

Ethical and Appropriate Use

- Students are expected to follow the guidelines laid out in the *ACS Technology Acceptable Use Policy* located online at www.adachristian.org/dci

Power Management

- Students are expected to bring the laptop to school fully charged each day.
- Students are asked to carry their charger to school in case recharging is necessary.

File Storage

- When students are working at school files are automatically backed up.
- Files created when off campus will be synchronized when the student comes back to school.
- Music and movie files are not backed up by ACS due to their large size.
- Each summer computers will be refreshed. Any files students wish to keep should be backed up to a student's Google Drive account.

Damage, Theft or Loss

- Students are expected to protect their school laptop from damage, theft, or loss.
- Any malfunction or damage should be promptly reported to the ACS help desk. An online work

- ticket should be created by visiting helpdesk.adachristian.org.
- Users should not attempt to repair the laptop; ACS tech staff will be responsible for determining and implementing necessary repairs.
- If damages do occur, a \$250 deductible per incident applies to repairs.
- A lost or stolen laptop should be reported to ACS tech staff no later than 8am the following day.
- If laptop is lost or stolen, a police report is required for coverage. Ada Christian will cover the lost or stolen laptop after the \$250 student deductible.
- Multiple repairs in the same school year or failure to pay the repair deductible in a timely manner may mean the student loses the privilege to take the laptop home after the school day ends.
- See ACS Laptop Insurance and Incident Policy at www.adachristian.org/dci for more details.

Financial Responsibility

- The Digital Classroom Initiative is primarily funded through charitable donations and capital resources.
- To insure sustainability and to help students and families maintain ownership in caring for the laptop, a \$150 per middle school student support fee and a \$25 insurance fee was included in your middle school tuition fee. See ACS Laptop Insurance and Incident Policy for more details.

Internet Filtering and Laptop Supervision

- Laptops should be used in a location where use can be supervised by a parent; unsupervised use (e.g. in a child's bedroom) is strongly discouraged.
- Students should not allow other students or family members to borrow their laptop.
- ACS has installed software allowing the school to monitor computer use, time spent and websites visited.
- The laptop browsers are configured to use Internet filtering, provided by ACS, 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, video sites and webmail as set by school.
- While Internet filters provide an important level of protection, no filter program provides 100% protection. Supervision and monitoring are still very important.
- For more about filtering options read the ACS Internet Filtering Options document found at www.adachristian.org/dci.

Adding a Home Printer

- Students are allowed to add home printers to their laptops. Most printer software and drivers are already loaded on the computer or will be downloaded automatically when a connected.
- Visit www.adachristian.org/dci for online tutorial assistance.

Connecting to Wireless Networks

- Students are allowed to access the Internet away from school using a wireless connection.
- Online tutorials are available to help with connection, visit www.adachristian.org/dci

Troubleshooting and the Ada Christian School Helpdesk

- The first step that solves most laptop problems is to restart the laptop. For further contact a classmate or teacher.
- If you cannot solve your problem, the next step would be to submit a ticket to helpdesk.adachristian.org and/or bring your laptop to the help desk in the middle school when you are at school.
- If it is necessary that the laptop requires reimaging or further hardware/software troubleshooting, a spare laptop may be available.

ACS Laptop Insurance and Incident Policy

Ada Christian School has a laptop insurance plan and pay-per-incident policy. An important aspect of reducing the cost of repairs is encouraging students to take care of their laptops. Students will be advised often by teachers and staff regarding proper care of their laptop, and parents are also asked to intervene if they witness behavior by students that could lead to laptop damage. Students should also keep the computer in the school provided case at all times to reduce damages in the case of a fall. Students are required to report any incidents with their laptop to a member of technology staff or at helpdesk.adachristian.org in a timely manner. Students who turn in a damaged laptop at the end of the school year that has gone unreported will be charged for necessary repairs.

Parents and students are required to sign the *Laptop Contract* before a student can receive a laptop for use. This form outlines student responsibilities and conditions of use including financial responsibility for any damage, not covered by warranty, which occurs to their laptop.

If a laptop malfunctions or sustains damage, the student must complete a helpdesk ticket. Technology staff will determine the causes behind any problems and will advise students and parents in cases where costs need to be collected. In addition, technology staff will take pictures and/or video of the damage before any repair work is done.

Laptops are covered by a warranty that covers component failure that is not the fault of the user. If repairs are covered by such a warranty, the student or parent is not liable for repair costs. Warranty providers, however, may not offer coverage if damage or loss is due to accidents, neglect or abuse. In such circumstances, the technology department will pass on the costs of repair to the student responsible for the damage.

In all cases of damage or loss due to accidents, neglect or abuse students and parents are responsible for charges up to \$250 per incident. The replacement costs listed below will be used to cover the cost of parts, shipping and labor.

Item replacement/repair costs:

• Charger	\$50.00
• Cracked screen	\$250.00
• Damaged topcase	\$200.00
• Cracked bezel	\$15.00
• Damaged bottom case	\$75.00
• Broken hinge	\$50.00
• Damaged read display housing	\$75.00
• Missing Key	\$5.00 ea

ACS Technology Acceptable Use Policy (AUP)

Ada Christian School is pleased to be able to provide students with Internet and computer access to enhance, enrich, and facilitate learning and communication. As we “equip students for service in God’s world,” we hope this AUP outlines how technology can be used in positive and honorable ways.

Technology Education

In order to assist students in learning to use technology resources correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

- an Internet connection that is protected by filtering software. Filtering blocks most sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate, such as releasing personal information.
- a password protected school e-mail account for grades 6 - 8 provided by Google. While this email address is web-based and accessible via the Internet from home or school, students agree to use this address for school purposes only. Email addresses will be deleted when the student leaves ACS.
- training for students that clearly defines appropriate and inappropriate technology use. Students will receive instruction in conducting online research via the Web and other online sources and taught to manage the information found. Expectations will be clearly defined and students will be aware of what constitutes a violation.
- A short computer orientation class will be conducted for 6th grade students at the beginning of the school year.

Technology Ethics

Technology access for students is a privilege not a right. With privilege comes responsibility and as a condition of use, middle school students and parents of middle school students are required to read and abide by the things outlined in the Acceptable Use Policy. Questions about the ACS Technology Policy should be directed to school administration, technology staff, teachers or the Directory of Technology. ACS expects students to make honorable choices in the following areas:

1. Using the network for any illegal activity, or non-permitted activities such as downloading personal programs or software.
2. Using the network for accessing any pornographic or otherwise inappropriate sites.
3. Using the network for financial gain or initiating any financial transactions, including obligating ACS to anything, financial or otherwise.
4. Degrading or disrupting the equipment, settings, or system performance. Any security problem must be reported to the technology coordinator and not shared with other users. This includes a responsibility to report use or knowledge of unauthorized passwords or other vulnerabilities. This also includes physical care for the computer in not having food, drink, gum, or candy in the immediate vicinity of the computer.
5. Accessing or vandalizing the data of another user, or using the login of another user – with or without that user's permission. This includes invading the privacy of individuals by reading mail that belongs to others without their permission.
6. Giving access to login and password to another student. You must protect your password or you may be liable for loss of privileges even if your account was violated by another student.
7. Wastefully using finite resources. Examples of wasting finite resources are printing, utilizing bandwidth and storage of data for non-educational reasons.
8. Attempting unauthorized access to resources, including any action to get around the filter installed on a computer with Internet access.

9. Posting personal communications without the author's consent or posting information containing information not meant to be made public.
10. Posting rude or inappropriate messages on ACS computers or the Internet. This includes comments that could be considered defamatory against ACS or its staff.
11. Disclosing personal information to websites or people through the Internet unless deemed necessary for educational purposes.
12. Inappropriate use of resources resulting in plagiarism.
13. Violating the spirit of Ada Christian School's Mission Statement.
14. In the absence of prior written approval from the administration at ACS, the student and parent also agree not to create or maintain a social networking site or other electronic publication about ACS, about any of the ACS staff, or as though the site represents ACS or its staff.
15. The technology user is held responsible for his/her actions when using the Internet, the network, and any action done under his/her login name.

Violations of the expectations may result in the following consequences:

1. Discussion about incident with student(s) involved.
2. Adjustment to computer privileges: being required to leave your computer at school for a period of time.
3. Changing filtering options to be more restrictive.
4. If any violation results in damage to computer equipment the laptop deductible is waved and the family is responsible to pay full replacement value for the damaged items. Accidental damage will fall under the per incident laptop deductible of \$250.
5. Detention, suspension, expulsion, and/or legal prosecution depending on the severity of the infraction(s).

ACS Laptop Contract

Ada Christian School is pleased to be able to provide students with a laptop to enhance, enrich, and facilitate learning and communication. The use of an ACS laptop is a privilege extended to students for use inside and outside the school facility. With privilege comes responsibility and as a condition of use, middle school students and parents of middle school students are required to read and sign this Laptop Contract and comply with each of the following:

Description of Expectation	Student Initials	Parent Initials
I have read the ACS Laptop Guidebook, and I understand and agree to abide by its contents.		
I have read and agree to abide by the ACS Technology Acceptable Use Policy.		
I understand that the laptop is the property of ACS and I agree to be responsible for surrendering the laptop whenever requested by school personnel.		
While ACS will make every effort to back up and synchronize files to the server (excluding music and movie files) I understand that errors can happen. I understand that it is wise for me to back up my own files, including my music and movie files, to another location.		
I understand that at all times I have filtered access to the internet, both while at school and away. Although Internet filters provide an important level of protection, no filter program provides 100% protection. Supervision and monitoring are still very important. The computer will be used in public places.		
I understand that at all times the laptop is to stay in the ACS provided protective case. When transporting the laptop I will close and zip the case.		
I understand that my family is financially responsible for the cost of up to \$250 per incident should damage, loss or theft occur to the laptop.		
I will report problems with my laptop on the ACS help desk website in a timely manner.		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		

Student Printed Name _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

This form must be signed and turned in before a laptop will be issued.

ACS Internet Filtering Options

The Internet is an exciting place for learning, sharing, communicating, researching, etc. Appropriate use of the Internet in quality ways is important to the future of our students. At Ada Christian we see the Internet as a part of God's world and a place we can make an impact for Jesus Christ. The Internet is an invaluable tool for teaching and learning. God has made each one of us unique and we understand students are at all different levels of maturity and ability when it comes to Internet use. To that end we have implemented a filtering policy that we hope will support your efforts at home with the use of technology.

The laptops provided to students by ACS will have Internet filtering provided by the school both when the laptop is at school and when it is away from school. We are also giving parents options of what additional level of filtering they feel is appropriate for their son or daughter. Below is an explanation of the categories. During school hours, social networks, games, videos, and personal webmail are blocked. The filtering choices below apply to student use **outside of school hours**.

Social Networks including Twitter, Instagram, FaceBook, Vine, Snapchat, etc.

Middle School students do not have Social Networking options due to the Children's Internet Protection Act (CIPA).

Online Games including Angry Birds, Bubblesooter, Minecraft, etc.

In this category parents can choose to allow Internet games from 3:30 to 9pm.

Video Sites include Hulu, YouTube, Vimeo, Blip, etc.

In this category parents can choose to allow video site access from 3:30pm to 9pm.

Please indicate below your preferences for the level of filtering you desire for your child. This is an opt-in filtering policy; your child will have NO access to Games, Video Sites, or Webmail until this form is completed.

Please fill out one form for each middle school student you have at Ada Christian and turn it in to the office. Should you wish to change your student's settings at any time, you may turn in a new form.

Student Last Name

Student First Name

Grade Level

Yes No

Allow video sites outside of school.

Yes No

Allow Internet games outside of school.

Parent Name (printed)

Parent Signature

Date