



Visitation Laptop Manual



Mission Statement and Benefits of a 1:1 Laptop Program

Technological innovations are changing our world and our lives. To be true to Visitation School's motto, "*Non Scholae, Sed Vitae: Not for School, but for Life*," it is necessary to continually integrate technology into the life of our school. Visitation faculty and administration believe that effective implementation of technology transforms the teaching and learning process and helps students become thoughtful citizens in a global community. Authentic technological integration is driven by educational goals and objectives and is student centered.

Visitation believes that a 1:1 device program will only enhance the outstanding learning experiences Visitation students currently enjoy in the following ways:

1. A 1:1 program will enhance the strong and vibrant relationships between teachers and students and provide for greater interactive learning as well as the freedom to innovate and create.
2. A learning environment that integrates a 1:1 program will challenge students to think differently and critically as they engage in problem- solving and project-based learning.
3. 1:1 devices will allow teachers to teach and students to learn in ways that are not possible without technology.
4. Through the integration of this tool, students will experience learning without boundaries..
5. Students will engage in a global education as they connect with students and cultures around the world.
6. Students will become digital citizens, learning to utilize technology wisely and ethically.
7. Teachers will be able to integrate the use of online resources and other digital tools seamlessly without the need for wait time, reserving of computer lab rooms or carts.
8. Students will be engaged in a collaborative learning environment with real time access to information and resources needed for projects.
9. 1:1 device use will allow for formative assessment leading to improved learning and instruction.

Created by 1:1 Committee, August, 2011

13" Macbook Air Laptop Specifications					
Processor	Storage	Memory	Weight	Wireless	Battery
1600 MHz	128 GB PCIe-based flash storage	8GB	2.38 Pounds	802.11 ac/a/b/g/n Bluetooth 4.0	54-watt-hour lithium-polym er
Laptop comes with a 45 W MagSafe 2 Power Adapter, AC Wall Plug, Power Cord, and a Cover for the Laptop.					

Laptop Software Information	
Software Available from the Vischool App Store	Visitation Owned Software(Removed at Graduation)
Mac OS X El Capitan Google Products (Chrome, Earth, Sketchup) Firefox Audacity Spotify Adobe Flash Oracle Java Runtime iWorks and iLife suite Jing XPL Player	Microsoft Office Data Studio Waveport Lanschool *Geometer Sketchpad *Starry Night *Alice *BlueJ *Adobe Photoshop *Adobe InDesign

Apps marked with a * are installed for participants in specific classes

Software Updates and Additions and Personal Files

1. Updates and additional software requests are handled by the Technology team. New application requests must be approved by a technology team member before installation.
2. Students may be required to hand off their computer to a technology team member for updates, repairs, and other purposes. Replacement computers are available during the school year.
3. Student laptops may be collected at the end of the school year for updates, to check for possible repairs, and to install new software. Information about the dates and times will be posted on the school website and in parent e-news.
4. Visitation does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or re-image. Please refer to the instructions in the backup section of this manual for information and assistance in saving personal data files before this process occurs.

Cleaning the Computer

1. General computer cleaning and care suggestions from Apple:
<http://support.apple.com/kb/HT3226>
2. Specific cleaning tips for the MacBook Air from Apple:
<http://support.apple.com/kb/HT3226#portables>
3. Disinfecting tips for your keyboard from Apple: <http://support.apple.com/kb/HT3988>

Battery Care

1. Batteries are expected to be fully charged each day for class. Each student should charge her computer at home at night to prepare the laptop for the next school day. Students who are unprepared for class by not having their laptop batteries charged will face consequences as determined by the classroom teacher.
2. In the event that batteries are not charged, students will bring the computer to the Tech Help Desk for charging or use the charging room outside the Library and Learning Center.
3. Refer to the link below if you would like more information about your battery and how to maximize its life: <http://www.apple.com/batteries/why-lithium-ion/>

Precautions and Damage Prevention

1. Carefully insert accessories (headphones, flash drives, power cords, etc.) into the laptop ports to prevent damage to the ports.
2. Take care of the finish on the laptop. Do not use stickers, sharpies, or anything else that leaves a permanent mark on your computer. "Clings" and other stickers that do not leave a residue are OK, as long as they are not disruptive to learning or are inappropriate.
3. Attend to your laptop at all times to prevent theft or vandalism. Do not leave in an unlocked or unsupervised area. This includes unlocked lockers. The school provides locks for lockers. Students are responsible to keep their lockers locked. If a laptop is stolen due to student negligence, e.g., unlocked lockers, the school is not responsible.
4. Visitation recommends you use a bag intended for laptops to transport your laptop. To prevent overheating, please make sure your computer is off (shut down completely) before you put it away in a bag. Adding books, pens, etc. to this bag could cause damage to the laptop by adding pressure and weight that the bag is not designed to handle, so use caution when adding these items to the case.
5. Decoration of laptop cover must be in good taste and consistent with Visitation's mission and philosophy.
6. Take good care of your laptop screen, for example, by not applying undue pressure or carrying the laptop by its screen. Do not put books or other heavy objects on top of your computer.
7. Keep food and drink away from your laptop. Laptops are not allowed in the dining room during lunch.
8. Before closing the lid to your computer, make sure that there are no objects resting on the keyboard.
9. Do not leave your computer outdoors, in a car, or anywhere where the temperature is below -4 degrees Fahrenheit or above 113 degrees Fahrenheit

Fees, Insurance, Warranty, and Laptop Protection

1. Each student will be charged an annual \$425 technology fee. This fee will cover both the laptop and Apple Care Protection, manufacturer's warranty, software, annual re-imaging and the maintenance of the laptop.
2. If a student's laptop is lost, damaged, in need of repair or has her laptop stolen, Visitation will cover 50% of the replacement value or repair costs on the first instance and families are responsible for 100% thereafter unless the cost is covered under warranty. If loss or damage is caused by a student's gross negligence as determined by Vis personnel and/or Apple, students may be responsible for 100% of the cost. Laptop chargers are covered by a 90 day warranty and replacements or repairs are the responsibility of the family.
3. Applecare warranties do not cover accidental damage, or theft. It is recommended you contact your home insurance provider for a rider. In many cases, 4 years of this rider is much cheaper than a single uncovered repair incident.
4. For more information on what the AppleCare warranty covers, please visit the following link: <http://www.apple.com/legal/sales-support/applecare/appmacnaen.html>
5. If a student leaves Visitation before graduation, she must return the laptop and charger to the school. Visitation does not offer an early buyout option. Families are responsible for costs associated with major cosmetic damage - bent corners, graffiti, chargers handled in an unsafe way, or other issues.

Reporting a Lost or Stolen Laptop

1. Call the police department that is closest to the incident and report the stolen laptop and file a report.
2. Contact Mrs. Joyce at: tjoyce@vischool.org. Or 651-683-1778. The tech team will attempt to search for your computer using geolocation software and report back to the student and parents if a location for the computer is found. This is considered a "best effort" action and Visitation is not responsible for following up on the information found, if any. See #2 under "Fees, Insurance, Warranty, and Laptop Protection" for costs and coverage if the laptop is unrecoverable.
3. Bring a copy of the police report to a member of the tech team at Visitation and find out the next course of action.

Tech Help for Repairing or Replacing the Laptop

1. If a student is having a problem with their computer they should either go to the Tech Help Desk in the Library and Learning Center or email helpdesk@vischool.org. If you are choosing the email option, then please note how you can be contacted.
2. In the event that the laptop needs prolonged service, the student will be able to check out a loaner until their computer has been fixed, subject to availability.

Laptop Maintenance

1. Student laptops may need to be turned in for maintenance periodically. Information about these turn-ins will be communicated via homerooms and the newsletter. Any student who cannot turn their laptop in should work with the tech team to make other arrangements.

Backing Up Data or Saving Files

1. Students must save files frequently during creation as a power outage, or network outage could cause loss of data.
2. Google Drive will be used to backup your files, as your files can then be accessed from any computer, in any location. Training will be given at orientation.
3. Two backups are recommended. The second could be a flash drive, or an external hard drive.

Classroom Use

1. Each classroom teacher will direct computer use in his/her classroom. This means that students will only use their laptops when their teacher instructs them to do so.
2. Students are expected to bring their laptop to school every day. Students who do not have their laptops with them will face consequences as determined by the teacher. Classroom work must be completed as assigned.
3. Batteries are expected to be fully charged each day for class. Each student should charge her computer at home at night to prepare the laptop for the next school day. Students who are unprepared for class by not having their laptop batteries charged will face consequences as determined by the classroom teacher.
4. Technology cannot be used as an excuse for late/missing coursework. Visitation teachers do not accept computer or technical malfunctions as excuses for late work. A student should visit or contact the Tech Help Desk for assistance with computer issues as soon as possible.
5. Students must mute sound or use earbuds unless instructed otherwise by a teacher.

Bringing in Your Own Laptop (BYOD)

1. Students may not bring in their own personal laptop. After much research, the Visitation Technology Integration Committee chose the MacBook Air as the laptop that all incoming 9th grade students will lease and use for the next four years. Visitation will own the laptops to ensure that:
 - Every computer can handle the specific software that the teachers need.
 - The laptops are used as an educational tool.
 - Teachers are familiar with the hardware and software and are able to assist students with their work.
 - The technology staff is more efficient in troubleshooting and fixing laptops.
 - Every laptop receives appropriate upgrades between school years.
 - Every student has equal access to a laptop.

Visitation is securing the best negotiated rate to reduce expense to families on Visitation's Macbook Air, Visitation is not responsible for any liability that might occur in fixing a family-owned computer.

Social Media Sites

1. Facebook and other social networking sites are blocked by Visitation's web content filter and will not be accessible by students from the Visitation campus. It is the parent's responsibility to monitor social networking at home. Parents may purchase a third party software product

to block social networking sites at home, if they desire. Visitation does not pay for or provide tech support for any monitoring or parental control software.

Accessing the Internet from Home

1. Students are encouraged to set the computer up to access the Internet and print from home. If changes need to be made to the computer in order for this process to be successful, please see the Tech Help Desk or email helpdesk@vischool.org for assistance.

Student Laptop Monitoring and Acceptable Use

1. Students should be aware that their laptop usage is likely to be monitored while they are on the school grounds, so take extra care to follow the Visitation acceptable use policy. If an infraction is suspected, Visitation Technology Team members and Administrators reserve the right to check, collect and/or re-image a student computer .
2. Students should not share passwords, log on to other student's computers, or attempt to gain administrator rights or circumvent laptop monitoring. The primary purpose of the laptop is educational. Students who wish to add apps or software need to do so by working with the Visitation tech department. Items in the Visitation app store are approved additions.
3. The laptop may be used for personal tasks outside of school as long as they are in line with Visitation's acceptable use policy as outlined in the school handbook. This includes the desktop, display, music, games, images, messages, apps, software and use of the laptop. The school cannot monitor web usage when they are off campus. Therefore, if a parent wishes, they can monitor their daughter's activity on the laptop through some kind of monitoring software. Please note that this means that Visitation does not monitor the student's use of Netflix or Facebook, etc. while they are off campus or outside of school hours. Visitation recommends either: K-9 Web Protection or Norton.

* K-9 Web Protection (*free download*): <http://www1.k9webprotection.com/>

* Norton (*can be purchased at the Norton Website, Best Buy, or Amazon.com*):
<https://onlinefamily.norton.com/familysafety/loginStart.fs>

4. Facebook, social media, and other sites that are a distraction to the learning process are blocked by Visitation's web content filter and will not be accessible by students from the Visitation campus. It is the parent's responsibility to monitor web browsing at home. Parents may purchase a third party software product to monitor web browsing at home, if they desire. Visitation does not pay for or provide tech support for any monitoring or parental control software.

Leaving Visitation

1. At the conclusion of their senior year, students are allowed to purchase their Macbooks from Visitation for \$1. This price includes the laptop itself, the power adapter, the remainder of the Applecare warranty, all factory installed software, and any bag or case provided by Visitation.
2. Students will be required to turn in their laptop for removal of Visitation licensed software at the end of their last day of class.

3. Visitation does not offer an early buyout program for students leaving before the end of their senior year. Students leaving prior to the end of their Senior year who do not return their laptop will be assessed a replacement fee.
4. Students who do not elect to participate in the buyout program will leave their computer with a designated technology team member at the end of their last day of class.

Ninth Grade Orientation and Training for Students

1. Student laptops will be distributed at a mandatory student orientation session in August. Parents will receive an orientation to the program at the 9th grade Parent Meeting. Parent and student signatures are required that state that you have read and understood the acceptable use policy(see page 11 in the student handbook) and the 1-1 Manual.
2. Students will also receive training throughout the year on an as-needed basis.
3. Students may also visit the Tech Help Desk for assistance.

Frequently Asked Questions

1. Please see the school website using the link below to see the latest questions and get answers to common questions: <http://www.visitation.net/academics/upper-school/curriculum>
2. Students and Parents can get tech helping by logging into PowerSchool Learning and clicking into the Vis Tech Tips for Students class. This Learning class has information on how to set up a home printer, school printer, and other general operating system and app questions.

Laptop Acceptance Form

Please go to www.visitation.net/schoolforms/laptop to sign the Laptop Acceptance Form stating that you have read and accept the conditions outlined in this manual. This is a secure form that will require you to log in with your Visitation Parent Portal credentials. If you have forgotten your log-in, you may request from the My Vis Login page at www.vistation.net using your email address on file with the school.