

**Good Shepherd School  
One to One Laptop Learning Program  
5th and 6th Grade  
Student Handbook**



**Good Shepherd Catholic School**  
**One to One Laptop Learning Program**  
**Student Handbook**

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## Section I

### Program Expectations

- **I will bring the MacBook to school every day.**

The MacBooks are being provided to enhance the educational experience at Good Shepherd. We do not have enough laptops to loan out to students who forget the MacBook at home. If a student forgets the MacBook at home, he/she will not have a laptop for the day and all work completed on the MacBook is the responsibility of the student. If a student does not bring the MacBook to school, the student will not be allowed to contact home to have the MacBook brought to school.

- **I will recharge the MacBook nightly using a surge protector and will begin each day with a fully charged battery.**

The MacBook needs to be fully charged for each day, as students will be unable to charge the laptops during the school day. Again, if the MacBook is not charged, no laptops are available for loan. Having the MacBook with no charge will be counted towards a “no computer” offense. Students should be careful when plugging in the power cord or other devices. The MacBook must remain in the Always On MacBook Case when charging, and the laptop should be charged in a location that is both secure and safe, so no damage will be accidentally done to the MacBook when it is charging. Students should use a surge protector when charging the MacBook to prevent power surges from damaging the computer. Students should keep their charge cord at home unless directed by the teacher.

- **I will not leave the MacBook unattended.**

If students leave their MacBooks unattended, the chance for theft increases, especially in public areas of the school unless directed by a teacher. If a student leaves a MacBook unattended in a public place, and the MacBook is turned into a Good Shepherd staff member, the student will lose the laptop for the day. This will also trigger a “no computer” offense as stated above. Students are responsible for backing up any material in case the MacBook is lost or damaged.

- **I will keep the computer in the Always On MacBook Case at all times and will put the computer in “sleep” mode between classes.**

Students will be provided with a MacBook Always On Case at computer distribution day. Students will leave the MacBook in this case at all times, opening the top of the case to access their laptop while working in the classroom. Other schools with laptop programs have found that the use of these cases decreases the amount of damage, accidental or otherwise, to the laptops. The MacBook will be able to be charged while in the case, so there is no need to remove the laptop from the case at any time. When computers are not in use, they must put the computer in “sleep” mode in order to preserve battery power (i.e., it takes less battery to move from “sleep” mode to use than to power up the computer).

- **Students in after school care may not use their laptops outside of teacher homework room unless directed by teachers or the After School Care staff.**

- **I will backup my most important files to an external flash drive.**

- **At school, I will only use the MacBook when in a classroom supervised by Good Shepherd staff. I will not use the MacBook in the lunchroom, playground, hallways, and school bus/car unless under own parent supervision.**

Students will only use the MacBooks in classrooms. Students will not be able to take the MacBooks to lunch, recess, gym, etc. MacBooks that are found unattended in public spaces will have consequences as outlined above. Using the MacBook on the bus or in car rides to and from school is also prohibited.

- **Away from school, I will only use the MacBook when in a location which is free from food, liquid, and debris that could damage the laptop and which provides a flat surface on which to operate the laptop.**

Students should not use the MacBook in an area where food and drink are present. Spilling any sort of food or drink on the laptop could permanently damage the MacBook. If a spill does occur, turn off the MacBook and unplug it and bring to the classroom teacher to assess the damage. The laptop should only be used on a flat surface where the MacBook will not fall to the ground or damage the screen. Pets can also damage the MacBook.

- **I will not slam or push on the lid, or set objects/books on top of the MacBook.**

Setting heavy objects, like musical instruments, sports equipment, or books, on the MacBook may cause severe damage to the screen. Slamming or pushing on the lid of a laptop may cause damage to the screen or hard drive. Similarly, the laptop should not be placed under soft items like pillows or blankets. This will cause the laptop to overheat. Leaving the laptop in a car in extreme heat or cold can also damage the MacBook and the screen.

Opening the computer by pulling on the top of the case will also damage the screen. The MacBook should not be placed in a backpack, with or without the Always On Case, as this may damage the screen as well. **The laptop with the Always On Case must be carried separately.**

- **I will make the MacBook available for inspection by an administrator, teacher, or staff member upon request.** I understand that the MacBook and its contents (including websites I have visited or content I may have created while at home) can be monitored by Good Shepherd staff when I am signed on to the Good Shepherd network. I am responsible for using the MacBook in accordance the Good Shepherd's 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 MacBook to the classroom teachers over weekends or long vacations for routine maintenance as needed.

- **The MacBooks are the property of Good Shepherd and are being loaned to the students for educational purposes.** When students are logged onto the Good Shepherd network during the school day, the administrative staff has the capability to search directories for inappropriate content. At any time, a staff member of Good Shepherd can inspect a student's MacBook. At times, the MacBook may need routine maintenance and may need to be left at school over the weekend or long vacations. Staff will give students sufficient notice if the MacBooks need to be left at Good Shepherd.
- **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 which reflects our Christian values. While using a laptop, students must use appropriate and respectful language in all communications. Communications that are determined to be harmful or rude to others will be addressed in accordance with the Parent/Student Handbook.
- **I will abide by copyright laws.**  
Copyrighted material is protected by law. Any use of copyrighted material should be appropriately noted in any school work. Please check with a teacher if you have any questions about using copyrighted material or how to give credit for use of any copyrighted material.
- **I will not use or harm another student's laptop. I will not loan the MacBook assigned to me to others. I will not use or attempt to use another student's or a Good Shepherd staff member's subscriptions, logins, files, or personal information. I will not intentionally spread or create a computer virus.**  
The MacBook is assigned to one student for educational purposes and should not be loaned to others, including parents and other family members. Passwords and logins should also remain confidential with the individual students. Any material on the MacBook or obtained with the logins or passwords is the responsibility of the student. Students may not host any Internet pages on the MacBook.
- **Laptops are to be used for academic purposes only and not personal use.**
- **I will not use the MacBook to access social networking or gaming sites such as Instagram, Twitter, Facebook, SnapChat, Fortnite, Musically etc.... If you choose to use social media, it must be done on your own personal devices.**  
All games are prohibited unless directed by a Good Shepherd staff member. Headphones are prohibited in class unless directed by a Good Shepherd staff member.

- **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 in an attempt to avoid detection for any misbehavior or rules violation.**  
Giving out personal information on the Internet can be dangerous. Students should only give information if directed by a Good Shepherd staff member. Students should never misidentify themselves or their age on the MacBooks. Students should not share files except for school-related projects.
- **I will not change the configuration of the MacBook, including the network and security settings and school issued password. I will not install or remove hardware or software, except as directed by a Good Shepherd staff member.**  
The MacBook is set up so all students have the same configuration and can easily be accessed with teacher direction. Students should not install or remove any files except their own school work or personal files.
- **I will not deface or otherwise decorate the MacBook or the Always On MacBook Case.**  
Students are expected to treat the MacBooks and case with care and respect. The MacBooks are the property of Good Shepherd and are not to be defaced by any student. This includes pen marks, stickers, marring the surface, picking at the keys, glitter, etc.
- **I will not travel with or use the MacBook at locations other than home/school without my parents' permission.**  
Rather than set limits on the use of the laptops which might be too restrictive for some students and too permissive for others, we are relying on parents to be the best judges of where and how their child may use the MacBook. Ultimately, it is the parents who bear the financial responsibility for any damage to or loss of the MacBooks so we decided it was best that parents also decide and enforce the limits of use which best fit their child.
- **I will not attempt to repair, alter, or make additions to the MacBook.**  
If any repairs need to be made, the student can turn the MacBook into the classroom teacher and receive a loaner computer until the assigned computer is repaired. No attempts should be made to fix the laptop except as supervised by a Good Shepherd staff member. Unauthorized repairs to the MacBook can invalidate its warranty.
- **If I am unable to take the MacBook home to recharge it on an occasion, I will arrange with the classroom teacher to leave it to charge in a secure location at school.**  
The school does not have the space to store and charge all of the laptops each night. However, we recognize that there might be an occasion where an after school activity may require that the laptop be left to charge at school. In such cases, students may arrange with the classroom teacher to leave the MacBook overnight to charge. If the student needs to charge the laptop at school, the student should bring the charge cord to school to charge overnight. It is the responsibility of the student to be prepared to use a flash drive to complete their homework if the MacBook is left at school to charge.

- **I will report all problems and damage immediately to the classroom teacher. I will not attempt to remove asset or identification names on hardware or software. I will report loss/theft of my MacBook to my parents, Good Shepherd, and proper authorities within 24 hours.**

Students should report all damage to the classroom teacher within 24 hours or during the next school day. **Parents should fill out a MacBook Damage Report Form available at [www.goodshepherdschool.org](http://www.goodshepherdschool.org) for their student to turn into the classroom teacher.**

Any theft should be reported to the student's parents, the police and the classroom teacher within 24 hours. Laptops should never be left in a car even if the car is locked.

## Section II

### MacBook Quick Tips

Things You Should Do	Things You Should NOT Do
<ul style="list-style-type: none"> <li>● ALWAYS keep the MacBook in the Always On MacBook Case.</li> <li>● Use the MacBook on a flat, stable surface. At school, keep it centered on the desk/table so it does not hang off the edge.</li> <li>● Keep liquids and food off of the working surface and away from the MacBook.</li> <li>● Keep magnets away from the MacBook.</li> <li>● Be careful with the screen. It is very delicate. Avoid touching it. Pick up the MacBook by the base, not the screen.</li> <li>● Be careful with the charger and avoid rolling over, stepping on, or “yanking” the cord. Damaged chargers or ports can lead to other computer damage.</li> <li>● Backup your important documents to an external flash drive on a regular basis. Be responsible for organizing and maintaining your files.</li> <li>● Report problems (including problems maintaining a charge) with the MacBook as soon as they occur. <b>You are responsible for all work even if the MacBook is being repaired or you forget it at home.</b></li> <li>● No need to shut your computer down between classes. Just close the lid to put the MacBook to sleep.</li> <li>● If you accidentally access an inappropriate Internet site, notify an adult as soon as possible.</li> <li>● The MacBook belongs to Good Shepherd and may be inspected at any time. Be sure all content (images, video, text, etc) on the laptop is appropriate.</li> <li>● BE PATIENT. Sometimes computers require time to do their job.</li> </ul>	<ul style="list-style-type: none"> <li>● Do not leave the MacBook unattended!</li> <li>● Do not pick at the MacBook keys or remove them for any reason. If something becomes lodged beneath a key, bring it to the classroom teacher. Broken keys may require keyboard replacement at your expense!</li> <li>● Never attempt to access another’s files, accounts, or hardware. <b>Do not share passwords with other students.</b></li> <li>● <b>Do not change school issued password.</b></li> <li>● Do not place anything between the screen and keyboard when you close the MacBook. The only thing (including pencils or pens) which belongs in the laptop bag is the MacBook.</li> <li>● Do not scratch, hit or push on the screen’s surface. Slamming the lid and heavy pushing on the MacBook will crack the screen. Also, do not put heavy objects on top of the MacBook! Do not pick the laptop up by the screen.</li> <li>● Do not attempt to repair the MacBook yourself or ask an outside provider to do so. This may void the warranty.</li> <li>● Do not charge the laptop where it might be stepped on.</li> <li>● Do not expose the MacBook to extreme temperatures, whether hot or cold. Extreme temperatures can damage the computer’s components.</li> <li>● Do not leave the MacBook visible in your car.</li> <li>● Never use the MacBook on the bus or in a car.</li> <li>● Do not turn the Bluetooth connection on as it significantly drains the battery power.</li> </ul>

## **Section III**

### **Questions and Answers**

**Q1: Do the MacBooks have any “parental controls” applied to them in order to prevent accessing inappropriate websites and content?**

**A1: Yes.** However, we do not recommend relying solely on the *Parental Controls* preferences applied to the MacBooks to prevent your child from accessing inappropriate content on the internet. This is because the controls are not perfect or fail safe and, in any case, there is no guarantee that what you may consider inappropriate for your child “matches” the filters established by the manufacturer of this product. We strongly suggest that your child use the MacBook only in your presence and not in the privacy of his or her bedroom so that you are able to supervise the use of the MacBook and are aware of how your student is using the MacBook.

**Q2: Are students allowed to delete website history?**

**A2: No.** Students are not allowed to delete search history or use any web browser in an incognito window. When your child is at school, Good Shepherd randomly checks the MacBooks for any websites visited and materials accessed, and your child will be held responsible for any inappropriate use of the MacBook (whether at home or at school) in accordance with the school’s disciplinary policies.

**Q3: May students install software they have purchased on the MacBooks?**

**A3: No.** As the owner of the MacBooks, Good Shepherd must hold licenses for all software loaded on the laptops. Moreover, we are concerned about the operational efficiency of the laptops. Installing additional software may negatively impact the laptop’s ability to operate the programs which have been loaded for educational use. Software updates for the software which is already loaded on the MacBooks will be handled in school or via the network.

**Q4: Are students allowed to check email on the MacBook at home?**

**A4: No.** Good Shepherd has decided not to allow the use of email, instant messaging and other interactive communications unless directly supervised by a Good Shepherd staff member for a school-related project. If students have home email accounts, they should be using their home/personal computers to access it.

**Q5: May students put music on the MacBooks?**

**A5: No. However, there are a few exceptions:**

1. Students may download music if directed by the classroom teacher for a specific assignment. Only music used in the assignment should be downloaded and must be purchased legally.
2. Students may download band and choir rehearsal and concert music for Good Shepherd programs they are participating in.
- 3.

**Q6: Are students allowed to play games online while at home?**

**A6: No.** Students may not access games online and/or download games unless assigned by the a Good Shepherd teacher.

**Q7: I have several students with MacBooks. How do we keep them straight?**

**A7: The asset tag.** Write down the five digit asset tag located on the bottom of each MacBook. Each laptop has a different tag.

**Q8: What do I do if the laptop isn't working correctly?**

**A8:** The student should bring in their computer and communicate with their classroom teacher regarding the technical difficulties. If the teacher and/or the Good Shepherd Technology Department are unable to resolve the issue a damage report will be filed, and an outside source will be contacted.

**Q9: My child already has a laptop. Can s/he use it instead of Good Shepherd's MacBook?**

**A9: No.** We have carefully chosen what is on the laptops we are loaning to the students. All students will have the same programs available to them, and it is those programs the teachers are prepared to use and supervise. Further, since the students will be saving to the school's network, we want to be sure that the computers the students use are designed to work efficiently and effectively with the school's network. Finally, our teachers and technology department are set up to assist students with the MacBooks, and we do not have the resources to add other computers into that mix.

**Q10: May I use my home printer with the MacBook?**

**A10: Probably.** Most home printers are easily supported by MacBooks. Dell printers are the one noted exception—they do not work with the operating system on the MacBooks. Getting your home printer to work with the MacBooks is explained in the Support file on the MacBook. Students that wish to add a home printer must do so within the first week of receiving the laptop. Afterwards, parents will need to contact Good Shepherd technology support to be able to add it.

**Q11: How do I configure Internet access?**

**A11: There is a desktop guide.** How to configure wireless access is clearly explained in the Support file available on the MacBook.

**Q12: Where can I find other useful information about the MacBook?**

**A12: You should review the contents of the Support file on the MacBook.** A number of topics are explained in great detail in this file, and you will find the answer to many of your questions there.

**Q13: Why is the MacBook operating so slowly?**

**A13: Restart the MacBook.** Like most computers, the MacBooks will at times freeze or seem to operate too slowly. In such cases, you should power off the MacBook, wait several minutes and then restart. If this does not improve the operation of the MacBook, seek assistance.

**Section IV**  
**Program Fees and Expenses**

<b>Category</b>	<b>Fee charged to student/family</b>
Technology Fee – 5 <sup>th</sup> and 6 <sup>th</sup> grade (includes Always On MacBook Case)	\$200 (waived)
Always On MacBook Case	\$50 (replacement cost, if needed)
Defects in materials or workmanship	Covered by Good Shepherd
Damaged or lost AC adapter	Actual cost (approx. \$71)
Damage caused by abuse, neglect or misuse	75% of the repair cost (including shipping)**
Damage beyond repair (1 <sup>st</sup> occurrence)	75% of the shipping and replacement cost
Damage beyond repair (additional occurrences)	100% of the shipping and replacement cost
Loss or theft (1 <sup>st</sup> occurrence)	50% of the shipping and replacement cost
Loss or theft (additional occurrences)	100% of the shipping and replacement cost

\*\* We do not know the actual cost of a repair until it has been performed. However, we asked our authorized vendor for some typical repairs costs, and they gave the following estimates: broken screen \$650; spill on MacBook \$700-\$800; and broken case \$350.

\*\* Optional laptop insurance information is provided on the last page of the handbook. This can be an affordable way to safeguard against accidental damage costs.

## **Section V**

### **MacBook Basics and How to Care for the MacBook**

#### **A. Tips for Getting the Most from your Battery**

- Dim the screen a few notches. (Use F1 and F2 keys.)
- Avoid using applications that are power-hogs unless required for class (playing CDs, screen savers, graphics intensive software). Even an unused CD in a drive uses power.
- Whenever the MacBook is not in use, put it to sleep by closing the lid. Always put the MacBook to sleep if it will be used within the next two hours, since restarting the MacBook within two hours will use more power than “sleeping”.
- Use a light colored/simple desktop image. Complex and dark images use more battery power.
- Keep the MacBook in moderate temperatures. Extreme temperatures will diminish the battery’s capacity and can damage the laptop. **DO NOT LEAVE THE MACBOOK IN THE CAR.**
- Turn off the Airport if you don’t need to be online or to use the server (click the radar sign in the upper right corner to turn off and on).
- Do not use or turn on the Bluetooth connection.

#### **B. Cleaning the MacBook**

Please follow these general rules when cleaning the outside of the MacBook:

- Take the MacBook out of its protective case.
- Disconnect the power adapter and turn off computer.
- Use a damp, soft, lint-free cloth with water only to clean the MacBook’s exterior. 3M makes excellent microfiber cloths for this purpose; any lint-free cloth will do.
- Avoid getting moisture in any openings. Do not spray liquid directly on the MacBook.
- Do not use aerosol sprays, solvents, or abrasives.
- Keep moisture away from laptop.
- When the laptop is fully dry, return it to its “always on” laptop bag.
- To prevent the need for cleaning, make sure your hands are clean when using the MacBook; do not eat or drink around the hardware.

#### **C. Cleaning the MacBook Screen**

To clean the MacBook screen, please do the following:

- Take the MacBook out of its protective case.
- Disconnect the power adapter and turn off computer.
- Dampen a clean, soft, lint-free cloth with water only and wipe the screen. Do not spray liquid directly on the screen.

#### **D. Cleaning the Keys and the Track Pad**

To keep the MacBook keyboard clean, make sure your hands are clean when using it. To clean the keys or the track pad, use a soft, slightly damp cloth and wipe across keys and pad gently. 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 do pop off, take the keys and the MacBook to the Good Shepherd Helpdesk. Never use a sharp object on your track pad.

### **E. Storing the MacBook**

If you are going to store the MacBook for an extended period of time, do one of the following to prevent the MacBook battery from becoming completely depleted:

- Keep the power adapter connected.
- Fully charge your MacBook battery before storing the laptop.
- Fully charge and turn off the MacBook computer.

### **F. Plugging In the Power Adapter**

It is your responsibility to charge the MacBook nightly and begin first hour with a fully charged battery. Remember, chargers stay at home unless you are asked by the Helpdesk to bring it in. Always leave space around your power adapter. Do not use this equipment in a location where airflow around the power adapter or laptop is confined. You should charge the laptop while it remains in the “always on” laptop bag. A quality surge protector can help prevent damage from power surge.

**WARNING:** Use only the power adapter that came with the MacBook. Adapters for other electronic devices (including other portable computers) may look similar, but they may affect the MacBook’s performance or damage it.

### **G. Using the MacBook**

When using the MacBook or when charging the battery, it is normal for the bottom of the case to get warm. You should only use the MacBook when it is on a flat, stable surface. The bottom of the protective case functions as a cooling surface that transfers heat from inside the MacBook to the cooler air outside. The bottom of the case is raised slightly to allow airflow that keeps the unit within normal operating temperatures. In addition, the laptop vents warm air from the back of the case.

**WARNING:** Do not place your MacBook on a pillow or other soft material when it is on, as the material may block the airflow vents, in particular the rear vents, and cause the laptop to overheat. Never place anything over the keyboard before closing the display.

### **H. General Safety Instructions**

**You should immediately disconnect the power plug (by pulling the plug, not the cord), remove the battery, and disconnect any internet connection if any of the following conditions exists:**

- The power cord or plug becomes frayed or otherwise damaged.
- You spill something into the case.
- The MacBook is exposed to rain or any other excess moisture.
- The MacBook has been dropped or the case has been otherwise damaged.
- You suspect that the MacBook needs service or repair.
- You want to clean the case (use only the recommended procedure described earlier).

**NOTE:** The only way to disconnect power completely is to unplug the power cord and internet connection and remove the battery. Make sure at least one end of the power cord is within easy reach so that you can unplug the MacBook when you need to.

**WARNING:** The MacBook’s AC cord comes equipped with a three-wire grounding plug (a plug that has a third grounding pin). This plug will fit only a grounded AC outlet. Do not insert the plug into an outlet which is not grounded.

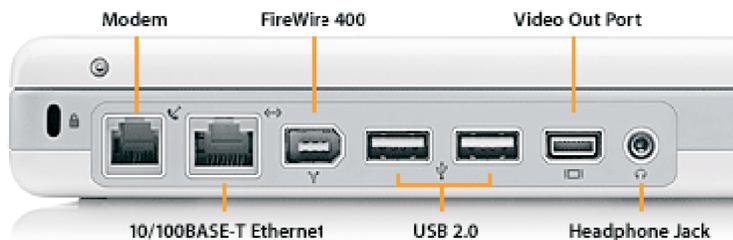
**Be sure that you always do the following:**

- Keep the MacBook away from sources of liquids, such as drinks, washbasins, bathtubs, shower stalls, and so on.
- Protect the MacBook from dampness or wet weather, such as rain, snow, and so on.
- Follow all instructions and warnings dealing with the MacBook.

**WARNING:** Electrical equipment may be hazardous if misused. Never push objects of any kind into the MacBook through the openings in the case. Doing so may be dangerous and may result in fire or electric shock.

**I. Connectors and Ports**

Never force a connector into a port. If the connector and port don’t join with reasonable ease, they probably 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.



**NOTE:** the above image is of an iBook not a MacBook – the port locations, etc are different on the MacBook

**J. MacBook Assistance and Repair Process**

Students should follow the below steps to address any problems with the MacBook:

1. Ask their classroom teacher.
2. Take the MacBook to the Good Shepherd Helpdesk
3. Good Shepherd Helpdesk will determine the nature of the problem
4. If the laptop is fixable within 5 minutes, the laptop will be returned to student.

5. If not fixable on a short term basis, the MacBook will be evaluated further and the student will be given a loaner for temporary use. The Good Shepherd Helpdesk may repair the MacBook on site or may send the MacBook Apple for repair.

**NOTE: Do not seek technical assistance from outside providers. Good Shepherd's warranty with Apple could be voided if unauthorized repairs are performed.**