

WHS Laptop Rollout



Warranty & Insurance

- All computers are covered by an Apple warranty against manufacturer's defects
- Extended insurance coverage is also in place

Insurance Deductibles

- Insurance claims have three levels of deductibles
 - Minor - \$50
 - Moderate - \$100
 - Extensive - \$150
- Any issues concerning repairs or potential insurance claims are reported to Dave Rioux, WHS Computer Technician

Taking Care of Your MacBook

- Do not leave ANYTHING on the keyboard when closing your MacBook.
- Don't use your computer as a folder to store papers.
- Keep your MacBook in your carrying case when you aren't using it. Don't drop the case on the floor, use it as a backrest on the bus, put heavy books on it, or cram it in your locker.
- Keep your computer away from dampness or wet weather, such as rain, snow, and fog.

Taking Care of Your MacBook

- Keep your MacBook away from extreme heat or cold. Leaving it in an unventilated car or in the sun could damage it. If your computer has been exposed to cold conditions for a long period of time, let it warm up to room temperature before you use it.
- Close the lid gently from the center and wait for the sleep light to pulse before moving the computer.
- Remember, hard drives don't like to be bounced around, and screens will break if enough pressure is applied to them.
- The laptop must be returned in similar condition – no stickers, scratches, writing, engraving or defacement.

Using Your MacBook

- Set up your computer on a stable work surface.
- Keep your computer away from water or other liquids, such as fountains, sinks, bathtubs, and so on.
- Don't eat or drink while using your computer.
- When attaching the power adapter to the MacBook, make sure the cord isn't stretched too tight; it should be a little loose.
- Don't insert things, especially metal, into any openings of your MacBook.

Using Your MacBook

- Be patient. Sometimes computers take a few seconds to think—so don't start pounding on the keys if your computer doesn't respond right away.
- Plug in your computer when you get home from school so your battery will be fully charged for the next day.
- If you have problems with your MacBook, stop using the computer and ask your Computer Technician or a teacher for help.

Cleaning Your MacBook

- Use a damp, soft, lint-free cloth (included) to clean the outside and screen of the computer (dampen the cloth with water only). Don't allow any moisture to get in the openings.
- Don't spray liquid directly on the computer.
- Do not mark the MacBook in any way with markers, stickers, etc. Each MacBook is labeled with a district identification barcode and student id label. Do not remove these labels.

Protecting Your MacBook

- Be wary of theft – it's very easy to walk away with a laptop
 - Keep in constant contact with your computer.
 - Do not leave your laptop unattended.
 - Whenever possible, lock up your laptop.

Battery Tips

- Initial charge – overnight
- Bring to school fully charged every day
- Use until discharged – don't short charge – let the battery go completely dead at least once a month
- Leave your power adapter home
- Review battery-conservation tips in MacBook Care and Handling booklet page 12

Logins/Passwords

- Students will be issued their login and password information in their humanities class on 9/10 or 9/11.
- Students should not change passwords. The same username and password is used for the laptop, network, PowerSchool, Moodle and Destiny.
- Students must not share their password with anyone!!

Student Tech Assistance Center

- Student Tech Assistance Center is located in the media center
- Hours of operation will be posted in the media center
- Students can stop by the tech assistance center with questions & problems
- Students are responsible for bringing the MacBook to school with a full battery charge each day. If a battery drains due to heavy use during the school day, an emergency replacement battery can be signed out for use from the tech assistance center.

Data Syncing

- Data syncing is designed as a means of copying files to the network server in case the laptop fails – a replacement laptop can be used and given access to these files
- The syncing process copies the contents of the Documents folder and subfolders
- Syncing excludes Pictures, Videos, Music, Desktop
- Files not synced must be backed up via flash drives, CD/DVDs or external hard drives. Students are ultimately responsible for backing up their data.

Internet Filtering Services

- The filtering services we implement on the district network will transfer to home use.
- Supervision is recommended – the use of a filter is no guarantee -- no monitoring solution is foolproof.
- Our filtering solution provides detailed reporting by username and computer id. High school staff has the ability to view the content of a student laptop at any time.

Unauthorized/Nonacademic Use of Laptops:

- Bypassing firmware password to enable unauthorized installations or to gain admin access
- The MacBook comes pre-loaded with all the software needed for classes. Students are not allowed to install, un-install, or modify any application, game, or operating system component in part or whole. Students will only be able to launch applications that have been approved by WHS Tech staff.
- Accessing proxy sites to bypass district web-filtering.
- Using laptops and district network to exchange/share media files, such as mp3s or videos, that are in violation of copyright laws (i.e. illegally obtained). Any music or other commercial files downloaded to the MacBook must be legally owned by the student user.

AUP/Agreements

- The Windham School District's Acceptable Use Policy must be adhered to at all times.
- Any attempt to bypass or disable district network security, filtering, or similar functions is considered a direct violation of Windham's AUP which will result in disciplinary action.
- All activity conducted on the Windham School District's Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.
- The AUP and WHS Laptop agreement must be signed before a laptop will be issued- Please take a few minutes to review the laptop agreement before signing and proceed to the cafeteria to pick up the laptop.