

*Learning  
With  
Laptops*

**MPA Upper School  
Laptop Program**

Acceptable Equipment Use Policy &  
General Information

# Program Philosophy

It is our philosophy that technology is an opportunity for students. According to the *2007 National Education Technology Standards for Students*, creativity and innovation, communication and collaboration, research and information retrieval, critical thinking, problem solving and decision-making, digital citizenship and technology operations and concepts form the basis for jobs in the future. We have incorporated these skills into the *Learning with Laptops* curriculum.

**Creativity and Innovation:** 21<sup>st</sup> century learners are digital natives. They are multimedia-oriented, non-linear multi-taskers with a preference for electronic environments. In this program, students learn to apply existing knowledge to generate new ideas. They use technology for creative self-expression, developing “systems thinking” to explore complex issues, identify trends and forecast possibilities. Blogs, websites, RSS feeds and other interactive tools are available to facilitate this process.

**Tech Proficiency Skills:** General proficiency in technology covers a wide range of skills. From basics such as using a menu to more advanced projects like creating a web page, the ability to use technology effectively and efficiently greatly enhances student productivity. Students learn the skills they need for specific classes and activities through practice and experimentation.

**Critical Thinking and Decision Making Skills:** MPA encourages the development of analytical thinking and creative problem solving as part of the curriculum at all levels. The technology at MPA presents a variety of opportunities to develop critical thinking. Students are able to use empirical data or researched facts to defend or reject ideas, using technology to display it in meaningful ways. Along with the

ability to model mathematical or scientific data, they can use technology to analyze their data and to record it in a graph, chart or table. Students learn to discriminate between types and quality of information in the process of learning to use computer technology.

**Research and Information Retrieval Skills:** Often, students are required to research a particular topic and to write about what they discovered. At MPA, we have increased the investigation potential through our wireless network. Students can visit virtual libraries connected to the Internet, contact people currently doing research and retrieve information pertinent to their topic. Since the World Wide Web is generally uncataloged, students learn to sift through the vast amounts of information to gather what is most meaningful to them.

**Multimedia and Communication Skills:** Students are able to look at their environment and its possibilities differently because of technology. In many classes, students are required to make presentations about a topic and the ability to manipulate documents and images increases the options students have to present their information. Additionally, students acquire flexibility in approaching physically complicated situations. They learn to anticipate and plan ahead for projects that require a computer or other peripherals.

**Ethical Development and Digital Citizenship:** MPA encourages the ethical development and personal responsibility of each student. Technology provides unique opportunities as students learn to be cautious and to use the World Wide Web and email appropriately. Consequently, students become knowledgeable about legal issues concerning computer equipment, software, and copyrighted material. They are encouraged to practice self-control when using the equipment and software, following the rule that “Just because I **can** doesn’t mean I **should**.”

# General Information

⇒ **For academic tech questions contact:**

**Ms. Theresa Reardon Offerman**  
**5-12 Technology Coordinator**  
tro@moundsparkacademy.org

**Mr. Scott Peeler**  
**Upper School Director**  
speeler@moundsparkacademy.org

**Mr. Randy Comfort**  
**Assistant Upper School Director**  
rcomfort@moundsparkacademy.org

⇒ **For repair/network questions contact:**

**Mr. Jay Springer**  
**Laptops**  
jspringer@moundsparkacademy.org

⇒ **For PowerSchool questions contact:**

**Mr. Jake Eibon**  
**Powerschool**  
jeibon@moundsparkacademy.org

If your laptop needs repair or if you have other questions about using your laptop, stop by the Tech Center room 162 for help.

## Daily Announcements

You will receive important updates or daily announcements through email or Powerschool. Be sure to check your email daily to find out what's happening!

## Library

The **MPA Library** website <http://library.moundsparkacademy.org> has links for searching books and magazines and access to online reference materials and databases.

## Progress Reports

Each Upper School teacher will report student progress on the web using the Powerschool Portal. Parents and students may access their grades and other school information. At minimum, teachers will post a report at mid-quarter and at the end of the quarter for students in their classes. Go to <http://www.moundsparkacademy.org/upperschool/> and click on Powerschool.

## Web Page/Blog/iCal

Many Upper School teachers have web pages or blogs or they may use iCal for their class information. Your teachers will provide specifics when school starts.

## Student Tech Center Office Hours

8:00 to 9:00

11:30 to 12:30

2- 3:30

# Laptop Program FAQs

## *Your New Computer*

MPA uses 13" white Apple Macbook computers connected to a wireless network. These computers have proved to be very cost-effective, reliable and durable machines for this program.

### **Tech Specs**

2.13 GHz

2GB RAM

160GB HD

SuperDrive (Plays DVDs and burns CDs)

Airport Extreme + Bluetooth

Mac OS 10.5

4 year extended warranty

### Selected Sample of the Installed Software

Mac OS X

iLife

Microsoft Office 2008

Garage Band

Geometer's Sketchpad

Safari/Firefox

Graphical Analysis

iTunes

Graphing Calculator

Adobe Photoshop

Additional software for classes such as Music, Science or World Languages is installed as needed.

## *Internet Access at Home*

Home Internet service is not required for this program. MPA students have many opportunities to access the network at school.

Additionally, MPA provides only minimal help with home networks due to the wide variety of connection types, ISP software and hardware. We can recommend equipment that works well with our computers including printers and routers, but for other issues we suggest that you contact your service provider with questions regarding your home equipment.

## *Computers & Network Security*

MPA has clear expectations for student behavior regarding computers and related equipment. For school security, the MPA network is closely monitored. All of the computers have serial numbers and can be tracked via the Tech Center. Additionally, students are required to use MPA-sanctioned equipment and are not allowed to use a personal computer. Students are not allowed to leave computers unattended and are expected to treat them with the respect and consideration due any expensive piece of equipment.

Network security, including filters for Internet and spam email is installed on the MPA network. Inappropriate use of a non-MPA Wi-Fi device on the network may cause a student to lose network privileges indefinitely. All guidelines for the use of the network apply regardless of the device used.

# Tech Services/FAQs

## 1. If your laptop needs repair or if you have questions, contact Jay Springer in the Tech Center.

- The Tech Center is located in room 143.
- MPA is an SSA (self-servicing account) with Apple Computer. We can perform warranty repairs and order parts.
- If the computer is under warranty and the repair is covered, then there is no cost for the repair.
- If the repair is not covered under warranty, such as a broken screen, then the student is billed for the cost of the repair.
- Before we do any repairs, you must **BACKUP YOUR FILES**. Repair work can result (intentionally or unintentionally) in a loss of your files. The Tech Staff is not responsible for files on your laptop's hard drive.

## 2. If my computer requires extended service, what should I do about the need for a laptop in my classes?

The School keeps a supply of loaner computers on a first-come first-served basis. We will try as much as possible to provide you with a loaner computer.

## 3. If my laptop battery is not charged, can I get a charger to use from the Tech Center?

No. Students are expected to have their laptop batteries charged each day. You may leave your computer in the Tech Center if it needs to be charged.

## 4. Can I install extra RAM in my laptop?

No. If you have questions about this, please check with Jay Springer, Macintosh Support Specialist.

## 5. Are students allowed to install additional software on the computer?

- The computers are for educational purposes. Students are not allowed to install software or use the computer in any way that interferes with this goal.
- MPA staff and faculty reserve the right to determine what is appropriate and what is not in an educational setting.
- If software is added that interferes with the proper functioning of the computer, MPA tech staff will re-image the computer back to its original configuration.

## 6. Can I expect help with programs not provided by MPA?

Not generally. Only minimal help is provided for software not part of MPA's standard set. You must be careful as some software may disable or alter the functionality of MPA's software suite or the wireless connectivity.

## 7. If you have POWERSCHOOL questions, contact Jake Eibon in the Tech Center.

# Insurance, Repair and Warranty Policy Info

The responsibilities of participants in terms of theft or damage to the laptop computers are outlined below. The School will provide routine hardware maintenance, but it does not provide insurance for theft nor is it responsible for damage resulting from negligence or misuse.

*Below are specific points to consider:*

## 8. Warranty coverage info:

MPA computers are under a 4-year warranty and will be sent to Apple for repair. Most repairs are likely to be covered, but Apple has the final decision as to whether or not they consider the damage from “customer abuse” or “ordinary wear and tear.”

- Sample cost of repairs **not** covered by warranty:
  - 🖱️ Power cords are **not** repaired. The cost is \$75.
  - 🖱️ Screen brace is \$50 per side.
  - 🖱️ Screens are \$500.
- FYI: screens, missing keys, chargers, cracked cases and water (or any other liquid) damage **ARE NOT COVERED** by the Apple warranty.
- If students attempt to dismantle or repair their laptops or to install modifications themselves it **will invalidate** the manufacturer's warranty and the maintenance agreement.

## 9. Lost, stolen or damaged equipment

- If your laptop is lost or stolen, **you are required to file a report with the police** in the community where the loss occurred. The police report number is required if you must make an insurance claim and may help prevent future thefts as well.

- Should a laptop be lost, stolen or damaged, a replacement computer or repair work will be done at cost and charged to the student.
- Power adapter theft is **not** covered by school insurance. If a power adapter is lost or stolen, the student is responsible for its replacement.
- If necessary, MPA will purchase for the student a new computer compatible with MPA standards. Prior to delivery, the student must arrange with the Tech Center for payment of the new computer.

## 10. Personal Articles Insurance

You are very strongly encouraged to purchase additional insurance coverage for laptop computers. The most cost effective type is: **Personal Articles Insurance**. Some homeowner's policies may provide coverage or may require special documentation.

## Rules

***Students should not be doing anything that disrupts the their own learning or the learning of any other student.***

### General

1. Student laptops are for school use. Any actions or activities that interfere with the education use of a computer are not allowed and will be subject to disciplinary action.
2. Teachers set the general tone of computer use during a class or study hall. Students & their parents are required to sign and return a behavior agreement the first week of school in order to use computers at MPA.
3. Computer desktops or decorations must be appropriate for school and are subject to approval.

### Citizenship

4. Students will comply with **any** teacher's request regarding their computer use. Adults will confiscate computers if necessary.

5. Student use of the computer network will not interfere with the use of the network by others.
  - Students will not enable any file sharing or other server service on their laptop computer. This includes – **but is not limited to** -- Apple file sharing, Personal Web Server or airport base station, Peer-to-Peer music sharing like Limewire, certain email and FTP services, iTunes music sharing, network games and SSH.
  - Students are not allowed bring a computer remote to school.
  - Students must obtain prior permission to send email to the entire school or class. There will be no sending of chain email letters.
  - Students will not print more than 20 pages at any given time without the permission of a faculty member. If applicable, please restrict such printing to after-school hours.
6. Students will never access the email or file server account of another person. Using someone else's password or posting a message using another person's identity is a form of dishonesty. **You are responsible for all mail originating from your email account even if you didn't send it.**
7. Students will not clone or hijack a mac address in order to use the MPA network.
8. Students will honor copyrights and software licenses following the accepted "Fair Use" policies for education.
  - Students will comply with MPA policies regarding acceptable computer use and web publishing standards.
  - Students will take great care when loading software on their laptop computer. There is a risk that it may contain a harmful virus or interfere with the proper function of the laptop. **If software is added that interferes with the proper functioning of the computer, MPA will re-image the computer back to its original configuration.**

## *Maintenance*

9. Batteries will be fully charged before the start of each school day.
10. Students will always keep current backup copies of their documents on the school server. MPA is not responsible for lost files.
11. Students will keep their computer in good, working condition or risk missing important notices or losing the ability to participate fully in classes that require computer use.

# Laptop Security

## *Steps to Find A Missing Laptop*

1. Retrace your steps and revisit the places you have been that day. Make sure to check your locker(s), your backpack, the area around your locker, every classroom, the bathroom, the Student Commons... **every place** you went during the day. The vast majority of missing laptops are found this way.
2. If your laptop is still not found after you have searched everywhere you have been, then let the Upper School office know that your computer is missing. Staff will turn in any stray laptops that they find to the Upper School office for safekeeping at some point during the day. **Be aware that if your laptop is turned in to the office, it is an automatic one-hour detention for a first occurrence.**
3. While your computer is missing, it may be possible to use a loaner computer from the Tech Center while you search for your machine. If you should need a replacement computer, you will need to make all arrangements for new or loaner laptops with the Tech Center staff.
4. If the investigation into your missing computer determines that the laptop has been stolen on campus, then you will need to get the serial number of your computer from the Tech Center and file a report with the Maplewood police department. In most cases, in order to file an insurance claim on a missing laptop, you will need a copy of the police report.

## *For Your Own Protection*

5. **Never leave your laptop in a non-secure place.** It is **your** responsibility to lock away your computer in your locker or to keep it with you while at school. Do not leave your book bag unattended with your laptop inside, even if your bag is zipped shut. Do not leave your laptop on top of your locker, or in any place other than secured inside your locker.
6. Personal privacy is important.
  - Do not give your locker combination away to anyone else (even your friends) and report any locker malfunctions to the Upper School office.
  - Do not share any passwords and remember that you are responsible for keeping them private and secure.
  - Do not reveal any personal identifying information (name, gender, phone, address, photo) without having first established a prior relationship outside of the Internet, or have adult permission to do so.
7. Do not take your computer to lunch or leave your bag in the halls. Do not leave your machine unattended during any unsupervised time or in the care of someone else “keeping an eye on it” while you are away (even if for only a brief period of time).
8. Do not lock your computer in the locker room, as it is not secure.
9. Do not lend your computer to someone else, as it is still your responsibility if something happens to your laptop.
10. Do not bring laptops on extended school trips unless given permission to do so by the faculty trip advisor. If you bring your laptop, you must keep the laptop with you at all times or store it in a locked facility. You should bring your laptops with you on a family trips/vacations only if you can secure the laptop when necessary.
11. If possible, in emergency situations (i.e. fire drill), take your laptop with you when exiting the building. However, human safety and a speedy exit are the first priorities in such a situation.

## Advice to Parents

- Remind your student that s/he has a responsibility for what happens to the computer, their files, their email or server accounts.
- Discuss with your student the importance of keeping the computer in sight or in a locked place at all times. If your student is in an extracurricular activity, make sure that there is a plan for what to do with the computer during that time.
- Remind your student to recharge the computer battery every evening – students need to come to school with the battery fully charged each day.
- Your student will be able to keep the computer during school vacations. You may want to discuss what family rules you will have for computer security during these times.
- As necessary, monitor your student's Internet use at home – set expectations for what is acceptable in terms of searches, sites, chat rooms, commercial use etc.
- Remind your student that it is vital that a secure password is maintained. Students should never share their passwords with other students.

## Purchase/Replacement

Students are issued a new computer and software upon acceptance into the Upper School at MPA. If an MPA student has had a computer for all 4 years of Upper School, or purchased a new computer for some reason, s/he owns the computer and all of the files upon graduation.

If a student does not attend MPA for 4 years, the student may purchase the computer or return it to the School in good, working condition prior to leaving MPA. The cost of the computer is assessed at the following rates:

New equipment: **\$1200**

At the end of the first year through mid-year in the second year: **\$900**

At the end of the second year through mid-year in the third year: **\$600**

At the end of the third year through mid-year in the fourth year: **\$300**

After 3<sup>rd</sup> quarter in the fourth year: **\$0**, the student may take the computer.