

American School of Warsaw

Grade 5 Laptop Program FAQ

2015-16



What type of laptops do students have?

The students have received the Apple MacBook Air laptops with an 11” screen. They have the Mac OS 10.10 installed along with a full line of application software suitable for the Grade 5 learning environment.

Will students have to bring their MacBook to school every day?

Yes, as stated in the RUP, each student is required to bring their MacBook to school each and every day. The MacBook will be one of many learning tools that will be used each day in grade 5 at ASW. If they do not bring their laptop, the student will have to complete all of their work that day without it.

Will students have to bring their MacBook home every day?

We encourage students to bring their computer home each day, as necessary. These computers have been configured to work easily with all of the school resources and are set up with all of the software that the students will be using in class.

Will the students have a secure place to keep the laptops at school?

Each grade five classroom has lockable laptop carts that the students will use to store and charge their laptop during the school day. This cart will be locked when the classroom is not in use. The student needs to bring the laptop to school each day fully charged. In addition, fifth grade students will be provided with locks for their lockers so they can safely lock their computers away if they have an after school activity.

Will the students receive protective covers for their laptops?

The MacBook Air will be fitted with a plastic hard shell cover to help protect their laptop when using it and transporting it back and forth from school. Parents are free to purchase additional protection if they feel it is necessary.

What if the laptop is damaged, lost or stolen?

If the laptop is **lost or stolen**, the student should report this to their teacher immediately so all action can be taken to try and recover the MacBook as soon as possible. As part of the student Responsible Use Policy the student is to keep the MacBook in their possession or placed in a secure location at all times, both on and off campus. If the laptop is **damaged**, the student should also inform the teacher immediately and take the laptop to the ASW Tech Office for repair. If a laptop is damaged, lost or stolen, a new laptop will be issued to the student, as necessary. As stated in the ASW Enrolment Agreement the family is financially responsible to pay for repairs or replacement if the MacBook is damaged, lost, or stolen.

What if the laptop has mechanical problems and is not functioning properly?

In the event the MacBook should malfunction in any way, the student should notify their teacher immediately and take the MacBook to the ASW Tech Office. ASW has two Apple Certified Technicians on campus. If the issue cannot be fixed/repared in a timely manner, a loaner MacBook will be issued to the student temporarily. Should the MacBook malfunction while at home or away from school the student should notify the teacher and bring the MacBook directly to the ASW Tech Office immediately when they return to school. **Please do not take the MacBook to any Apple stores or repair centers around Warsaw or other areas.**

Can certain aspects of the laptop be controlled by the parents?

The Mac Operating System does have “Parental Control” features that allow parents to regulate and monitor certain aspects of the MacBook. These features will not be activated when the MacBooks are issued to students in the beginning of the year. We encourage parents to have discussions with their children about proper usage at home. We have provided you with a **Parent/Student Laptop Home Use Agreement** which should help set ground rules for computer use at home.

What should I do at home to ensure that the laptop is being used as intended?

Have conversations with your child based around the **ASW Responsible Use Policy** that went home at the beginning of the year as well as the **Parent/Student Laptop Home Use Agreement** that has gone home recently. Have a plan in place before the laptop goes home on October 8th. While at home, monitor your child’s usage.

Will the students be able to install any software they want on the computers?

The ASW issued laptops are first and foremost a learning tool. It is not intended to be used for gaming nor should it be used for this purpose. Students may install other software on their computers but **only after they have completed the Software Approval Process**. This process involves the student completing the Software Approval Form including a parent signature and giving it to Mrs. Sheehan (G5 Tech Coach). Once the software has been approved by the Tech Office the approved form will be returned to the student and the student may install the software. All software must be legitimate and licensed copies. Note that any software purchased and installed on the MacBooks during the school year will be completely deleted when it is prepared over the summer months for use the following year.

What should students do about backing up their data?

Backing up your laptop on a regular basis is good general practice for all computer users and should be done on a regular basis. We will be setting up a DropBox account on the student MacBooks that will be used to backup student files on a regular basis.

Will students be able to put stickers and other items on their laptop to personalize it?

The students are not permitted to deface the laptops in any way. They are not to place stickers, use markers, pens, or paint on the surface of the laptops at anytime. The students will be able to “personalize” their laptops by setting desktop images and screensavers, with teacher permission.

Will the students get to keep the Laptops? Will they use the same laptop next year in Grade 6?

At the end of the Grade 5 year the student will have to return the MacBook to ASW. At this time the MacBooks will be checked for damage and general condition. Over the summer they will be updated and prepared for the next Grade 5 class.