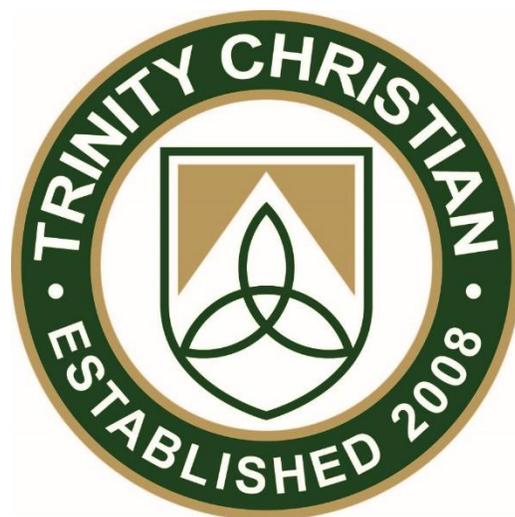# Laptop Handbook
for Students and Parents

Trinity Christian High School
2015 – 2016

Laptop Handbook for Students and Parents

Table of Contents

I.   One-to-One Laptop Project Goals

Trinity Christian High School sees the need for the use of technology in the classroom for both teachers and students. The Board has made technology available as need and resources demonstrated its necessity in the curriculum. As we implement the one-to-one project, with each student having their own laptop, the goal for technology in the school will essentially remain the same. Those goals can be summarized as:

1. Teach students the skills to use technology in a manner that reflects who they are as covenant young people.
2. Teach students discernment and the ethical use of technology.
3. Enhance the school environment by making student scheduling more flexible and eliminate transition time to and from the lab.
4. Provide access to different educational opportunities, whether it be virtual labs for science, blogging for a book review, completing assignments outside of the school setting, or any of the other opportunities available.
5. Teach students to be effective and Christian in their use of technology while communicating.
6. Equip students with a life-long desire to continue to grow in discernment and knowledge of technology.

Laptop Handbook for Students and Parents

If students do not adhere to the Trinity Christian High School Technology Use Agreement and the rules and guidelines in this handbook, the privilege to use their laptop may be restricted or eliminated.

II.   Hardware and Software

A.   In the Bag
- Dell Laptop with ID tags
- Power supply with ID tags
- Protective laptop case

B.   On the Laptop
- Windows 10 Pro (Operating System)
- Microsoft Office 2016 (Word, Excel, Power Point, Outlook, Access)
- One Drive (keeps documents synchronized with an offsite cloud storage/backup or shared document libraries)
- iBoss (internet filter)
- Adobe Acrobat
- CCleaner (tool that cleans un-needed and/or more importantly un-wanted files and registry entries)
- E-Sword Bible
- Google Sketchup
- Lan School (allows teachers to assist and/or monitor student computers)
- Malwarebytes (tool for removing malware)
- Microsoft Windows Movie Maker (video editing software)
- Paint.net (image/photo editing software)
- Quickbooks (for those that are registered for accounting class)
- Windows Defender (anti-virus)

* Software licensed exclusively to TCHS must be replaced with similar free versions when you leave Trinity.

C.   Backup and File Storage
- Files in the One Drive folder are automatically backed up to the web anytime students are using their laptop with internet access. Other storage locations on the laptop are not backed up.
- Internet access is not required to work on documents at home!

D.   Software Support
- First avenue of support – application's help system
- Second avenue of support – contact a classmate.
- The first step that solves most laptop problems is to restart the laptop.

E. Troubleshooting

- If the problem is not resolved, the next step would be to submit a help ticket to the Trinity Online Support Center found on at: http://wwww.trinitychs.org/helpdesk
- If the problem persists, additional steps will be taken to resolve the issue. The laptop may require re-imaging or further hardware/software troubleshooting. A spare laptop will be available in the meantime if necessary.

III. Student and Parent Responsibilities

By allowing students to take their laptop home, families assume some risk. Parents/Guardians will be responsible to replace/repair the laptop in the event of theft, loss, or damage due to intentional abuse or misuse not covered by our warranty program.

A. Handling and Care of the Laptop

- Keep the laptop in its protective case.
- Use the laptop on a flat, stable surface.
- Do not set books on top of the laptop.
- Avoid carrying the laptop with the screen open.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Do not pick up the laptop by the screen.
- No food or drink around laptop.
- Wipe screen surfaces with a clean, dry, soft cloth.
- Avoid touching the screen with fingers, pens, or pencils.
- If hands are dirty, wash them before using laptop.
- Do not use the laptop in dusty or dirty environments.
- If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

B. Power Management

- It is the student's responsibility to recharge the laptop's battery so it is fully charged by the start of each school day.
- Close the screen to put the computer to sleep to extend battery life when not in use.
- Dimming the screen brightness also extends the battery life.
- All students are asked to carry their charger to school in case a recharge is necessary throughout the day.

C. Transport

- The laptop should be transported in its protective case in shutdown (turned off) or sleep mode (screen closed).
- Do not leave laptop in a vehicle for extended periods of time or overnight.
- Do not leave laptop in visible sight when left in vehicle.

D. Ethical and Appropriate Use

- Students are expected to adhere to the Trinity Christian High School Technology Use Agreement as shown in the Parent/Student Handbook.

E. Financial Responsibility

- Total replacement cost for the laptop is approximately $1200.
- You have a financial stake in the computer. It is your responsibility to insure the laptop against theft, loss, or damage on your homeowner's/renter's insurance policy or pay all costs out of your own pocket. The computer's serial number and model number will be required by your insurance company and are available anytime by calling the school office.
- The cost of regular support and maintenance is included in your lease fee.

F. If laptop is Lost, Stolen, or Damaged

- If a laptop is lost, stolen, or damaged, please notify the school immediately on the next school day.
- If laptop is lost or stolen, you must contact your insurance company to make a claim and get the laptop replaced. Trinity will get you a replacement laptop as soon as your insurance company releases the funds.
- If under warranty a damaged laptop will be repaired by qualified service repair center. In most cases the repairs will be on-site at Trinity. However some repairs may require that the laptop is sent to a repair center. If the damage is not covered by warranty, or the laptop is stolen or lost the cost of the repair or replacement must be paid through your insurance company.

G. Monitoring and Supervision

- The laptop should be used in a location where use can be monitored and supervised by a parent.
- Unsupervised use is strongly discouraged, e.g. use in a child's bedroom.
- The student assigned the laptop is responsible for all use of their laptop.
- Students should not allow other students to borrow their laptop.
- Special software has been installed on the computer which allows the school to monitor use and websites visited.

H. Internet Access at Home

- Students are allowed to access the Internet away from school.
- The laptop's browsers are configured to use Internet filtering whether accessing the Internet from home or from the classroom. Internet filtering not only restricts access to unacceptable sites, but also restricts access to social networking, games, and video as set by school or parent request.
- While Internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision are still very important.

I. J. Personalization

- Personalization is not currently allowed on Trinity laptops.