

SINGAPORE AMERICAN SCHOOL

MIDDLE SCHOOL
1:1 LAPTOP PROGRAM HANDBOOK



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ABOUT THE MIDDLE SCHOOL 1:1 LAPTOP PROGRAM

Vision

The SAS Vision for Technology:

Technology serves as a dynamic tool for learning that optimizes productivity, connectivity, collaboration and creativity.

When technology is integrated into the teaching and learning environment in meaningful and purposeful ways the following new learning opportunities will be created:

PRODUCTIVITY

- Improved 21st century skills in the context of core subjects and knowledge areas.
- Enhanced engagement and achievement in all academic and core subject areas.
- Engaged and Responsible Citizens (SAS DSLO)

CONNECTIVITY

- Increased connection of core subject and curricular areas to real world opportunities and experiences.
- Increased opportunities for students and teachers to connect and communicate with other students, educators and experts around the globe.
- Effective Communicators (SAS DSLO)

COLLABORATION

- Increased opportunities for collaboration and communication inside and outside of school and classrooms.
- Improved collaboration and communication skills using 21st century tools and learning environments.
- Exemplary Character with the Ability to Work Independently and Collaboratively (SAS DSLO)

CREATIVITY

- Encourage and promote creativity and innovation by integrating digital tools in a 21st century learning environment.
- Promotes a variety of forms of expression that utilize digital tools and platforms best suited to individuals learning styles
- Critical and Creative Thinkers (SAS DSLO)

Therefore, students will demonstrate their learning in a variety of ways including:

- Collaborating and creating documents, spreadsheets, maps, presentations and websites using Google Apps for Education.
- Developing an authentic electronic portfolio in the form of a blog that supports reflective learners and that showcases growth and learning.
- Creating unique and dynamic multimedia projects such as movies, slideshows, and music.
- Connecting and collaborating with others students within and outside of SAS including the use of educational social networking.
- Publishing their creative works online.

We encourage students to publish both in-process and completed works in a variety of online spaces in order to build a positive digital presence. By sharing their works online, students will practice good digital citizenship and develop an increased understanding of responsible online behavior. Presenting their work online at local and global levels provides them a real audience from whom they can continue to grow and learn.

An important part of our 1:1 program is that it remains viable, relevant and flexible. We are fully expecting the programs and structures to evolve over time as technologies and needs continually change. Students and teachers will be involved in evaluating new tools and their effectiveness toward

our learning goals and school vision. SAS will continue to support innovative and creative uses of technology for teaching and learning.

GUIDELINES AND AGREEMENTS

Introduction

The Institute of Global Ethics has identified five values (i.e., Compassion, Honesty, Fairness, Responsibility, Respect) as recognized core values of cultures throughout the world. The five core values are the basis for the Singapore American School's approach to Character Education and serve as the foundation for all relationships among students, staff, faculty, administrators, and parents. Guidelines and agreements for technology use also adhere to the five core values.

Being a Responsible User

Responsible use with regards to technology is expected for all of our users. The use of the various technologies at SAS are focused on teaching and learning. However, as students will have access to technology outside of school it can be used for personal purposes. Digital citizenship and responsible use are modeled and taught whenever it is appropriate. In this handbook, there are clearly articulated expectations, however students will often need to make wise decisions about their behaviour so that it aligns with our SAS Core Values. Students are expected to be responsible members of the community and act in a manner consistent with the Core Values both in a digital environment (no matter what device) and in face to face interactions.

Keeping Health and Balance in Mind

The 1-1 Laptop Program is meant to be a positive, enriching tool to enhance learning and creativity. However, computers, mobile devices and other technologies can sometimes have a disruptive effect on a person's behavior and well-being. Proper usage of technology should never cause emotional or physical pain. Additionally, while technology can be an engaging way to spend time over use is possible. You know your cyber life is out of balance when it gets in the way of other aspects of your life. If it interferes with school work completion or real life personal interactions, you might need to consider re-balancing your usage.

Health and Laptops

Below are some tips to keep in mind when using a laptop for extended periods of time. In general, you should be comfortable and avoid being in the same position without moving for a long time.

- Sit up straight with your lower back supported. Do not hunch your back.
- Use your laptop on a stable surface where there is support for your arms, and not on your lap.
- Take regular breaks and roll your neck, wrists and ankles or walk around.
- Look away from the screen every 20 minutes and focus on an object at least 20 feet (6 meters) away for at least 20 seconds.
- Keep arms and elbows relaxed and close to your body.
- Elbows should be bent at 90-100 degrees.
- Keep wrist straight.

The tips above were adapted from Apple, the National Health Service (UK) and Harvard University Health Services.

Digital Citizenship Agreement

Introduction

Responsible citizenship means practicing good ethical behavior and adhering to the SAS Core Values whether online or offline. Students are encouraged to model good digital citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others, just like in the classroom. In order to participate in the SAS online community, students agree to the SAS Digital Citizenship Agreement which outlines common expectations and serves to guide student use and behavior.

SINGAPORE AMERICAN SCHOOL DIGITAL CITIZENSHIP AGREEMENT

Singapore American School believes that technology serves as a dynamic tool for learning that optimizes productivity, connectivity, collaboration, and creativity. Our goal in providing Internet access and digital devices to students is to promote educational excellence by facilitating innovation, communication and collaboration. In order to meet our goal, users are expected to abide by and model the accepted Digital Citizenship Agreement, which includes but is not limited to:

| RESPECT YOURSELF | PROTECT YOURSELF |
|---|---|
| I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post and the impact that will have on me in the future. | I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources. I will find a healthy balance between online and offline activity. |
| RESPECT OTHERS | PROTECT OTHERS |
| I will show respect to others. I will not use electronic mediums to flame, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit inappropriate sites. I will not abuse my rights of access and I will not enter other people's private spaces or areas. | I will protect others by not forwarding inappropriate materials or communications and not visiting inappropriate sites. I will protect others by reporting abuse. |
| RESPECT INTELLECTUAL PROPERTY | PROTECT INTELLECTUAL PROPERTY |
| I will make sure I have permission and I will properly cite the creator of the original work any time I use media from any source. I will use and abide by the fair use rules. | I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software OR I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity. |
| RESPECT PROPERTY | PROTECT PROPERTY |
| I will respect the property of others including school IT property such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software and abuse of bandwidth through the likes of peer-to-peer file sharing and multiplayer online gaming. | I will follow all SAS Laptop Use Guidelines so that I am prepared to learn every day. This includes, but is not limited to, coming to school with a fully charged battery, carrying my laptop in the school approved case, not leaving my laptop unattended, and backing up my data on a regular basis. |

Please understand that communication systems and use of the School's networks should not be considered confidential and may be monitored by the School at any time to ensure reliability, integrity, security, and appropriate use. Use of peer-to-peer (P2P) file-sharing software, torrent downloads, and any other application that can be used to download illegal content and/or jeopardize Internet access for all members of the SAS community is unacceptable.

If the Digital Citizenship Agreement is not followed, and disciplinary actions are necessary, the process will follow the standard procedures outlined in the divisional (PS, IS, MS, HS) student handbooks.

Student: I understand and will abide by the Singapore American School Digital Citizen Agreement.

Name _____ Signature _____ Date _____

Parents: I have read the Singapore American School's Digital Citizen Agreement with my child. We have taken the time to openly discuss, understand, and commit to the Digital Citizenship Agreement.

Name _____ Signature _____ Date _____

This document was adapted from the Digital Citizen AUA located at <http://edorigami.wikispaces.com/Digital+Citizen+AUA> and is licensed by Singapore American School under a Creative Commons Attribution-ShareAlike 2.5 Generic License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-sa/2.5/>.

Sharing Work Online

We encourage students to publish both in-process and completed work in a variety of online spaces in order to build a positive digital presence and develop a deeper understanding of how they can collaborate, create, share and communicate online. By sharing their work online, students will practice good digital citizenship and develop an increased understanding of responsible online behavior. Presenting their work online at local and global levels provides them a real audience from whom they can continue to grow and learn.

SAS Online Sharing Guidelines

Publishing student work online is a key component of the 1:1 laptop program. All students should be aware that once information is on the Internet, there is nothing to stop it from being replicated, shared and distributed widely without your control, both now and into the future. Additionally, it is important that students know there are certain pieces of information that should never be shared, such as passwords and private information. By following the SAS Online Sharing Guidelines that follow, students will be sure to be operating in a safe and responsible way.

Student guidelines for online sharing

Why share online?

- To practice creating work for a bigger audience than just your teacher
- To connect and collaborate with other classmates and people around the world
- To collect your learning in one place and to reflect on your improvement
- To share your ideas and creativity with students, teachers, parents, family members and the world

Online Sharing Guidelines

When you share and comment on work online, you are expected to demonstrate the five “core values” of SAS (Compassion, Honesty, Fairness, Responsibility, Respect) in everything you do offline and online by following the guidelines below. Since what you post online is permanent, use the questions in italics to help you decide what is appropriate before you publish.

- **Think before you post.** Ask yourself: Is this something I want everyone to see? Would sharing this offend, surprise or shock anyone? Would I want this graded for proper grammar and spelling?
- **Treat other people the way you want to be treated.** Ask yourself: Would I say this to someone’s face? Would I want someone to say this to me?
- **Do not share personal information such as last name, address, phone number or email address.**
- **Anytime you use media from another source, be sure you have permission and properly cite the creator of the original work.** Ask yourself: Who is the original creator of this work? Do I have permission to use this work?

Commenting Guidelines

Commenting on other people’s online work is just as important as posting your own work. It is your responsibility to moderate comments on things you post. Please report anything inappropriate or disrespectful to your teacher.

Good comments...

- are always related to the content of the post.
- are more than just “I agree” or “I like that” or any other one word answer. Make it worth reading.
- include personal connections to what the author said.
- continue and add to the conversation started by the author. (Add a link, connection, idea, reminder, new perspective.)
- do not repeat what someone else has said.
- ask good questions to continue the conversation.
- challenge someone’s point of view.

- are positive, helpful and kind. (Don't say anything you wouldn't say face to face.)
- give constructive feedback when you disagree.
- give reasons for agreement or disagreement.
- use appropriate language and proper spelling and grammar.

Some ways you might want to start a comment are...

- This idea makes me think...
- I also wonder about...
- I had a similar experience or thought about...
- Have you thought about...
- I feel that...
- This made me think about...
- I wonder why...
- This post is relevant because...
- Your writing made me think that we should...
- I wish I understood why...
- This is important because...
- Another thing to consider is...
- I can relate to this...
- I don't understand...
- I was reminded that...

What makes a good blog post

- Along with following the writing guidelines you are learning in RLA, a good blog post...
 - has a clear and creative title.
 - is labeled with the class label where appropriate.
 - has a purpose which might be:
 - to tell about an experience
 - to explore a topic
 - to share news
 - to state an opinion
 - to reflect on your learning
- invites others to join the conversation by offering unique ideas and opinions which will inspire others to comment.
- is well written with good content, spelling, and grammar.
- uses multimedia (photo or video) to enhance the topic and gives credit where appropriate references and responds to other people's ideas, and it links to these other ideas in the blog post. (The power of blogs is in their connectedness. You are connected to a larger community of ideas. Participate in that community.)
- follows the SAS core values.

Attribution

Thank you to the following groups for their valuable contributions to this document.

SAS Middle School teachers
 International School Bangkok
 Yokohama International School
 Zurich International School
 International School of Prague

Email Guidelines

Student email use at SAS should be appropriate and targeted.

Appropriate: At SAS, we expect our students behavior to reflect the core values and be consistent with general agreements outlined in our Digital Citizenship Agreement.

Targeted: Students should send email only to those that need the information. For example, students might use email to communicate about a group project with four other students, but students should not be sending email to an entire grade level.

Keyboarding Skills

Typing speed should not hinder the writing process but should optimize productivity and communication. While keyboarding is not taught directly in any MS courses, students will have many opportunities to practice as it is the main input device for writing. It is expected that students whose typing speed is impacting their productivity make time to practice at home to improve speed and accuracy. A variety of web based and google chrome apps are available to practice and improve typing speed.

Suggested Resources

- **Typing Test.com**
To test your typing speed, take a three minute typing test.
- **Typing Club**
For students needing to learn finger and letter placement, Typing Club has a series of lessons to follow.
- **Type Fu**
For students wanting to improve their speed or monitor progress, Type Fu covers quotes, proverbs and commonly used words with 9 levels of difficulty.

SAS LAPTOP USE GUIDELINES

Responsibilities of Using School Computers

As outlined in Laptop Acceptance Form, which all students and parents must sign, students are responsible for the proper care and maintenance of school-owned laptops. This includes performing software updates, backing-up files, leaving school-defined settings and software as installed, and not voiding the warranty by disassembling the laptop or taking it to a non-authorized service center for service.

Students should also take careful steps to protect their laptops from damage or theft. Damage can be avoided by following the Laptop Care instructions outlined in this handbook. When not in use, the laptop must be securely locked in the student's locker or kept within sight. It must never be left unattended in open areas.

Laptop Distribution and Return

Laptop Acceptance

Prior to receiving a 1-1 Laptop Program laptop, you and a parent or guardian must agree to and sign the Laptop Acceptance Form (see appendices).

Software

The school will provide basic licenced software for all 1-1 Laptop Program computers, including Microsoft Office. Additional software may be subsequently installed for specific course requirements.

Students will be requested to install updates as needed throughout the year. You can add licenced software to your computer as long as it does not interfere with the software updates and software necessary for educational purposes.

Returning Your Laptop

Students in grades 6 and 7 are not required to return their laptops at the end of the school year and may keep them over the summer months.. Upon the completion of grade 8, students will be required to return the laptop to SAS. Students leaving SAS before the end of grade 8 will not have the opportunity to purchase their laptops. At the end of grade 8, SAS may offer the opportunity for families to purchase the laptop.

Collection and Inspection by School

SAS reserves the right to collect and examine school-issued laptops at any time for the purpose of assuring compliance with school rules and guidelines. The school may also monitor laptop and Internet use at school to ensure compliance. Computers may be re-imaged if found not to be in compliance.

Account Ownership

Computer Accounts

Computers are distributed with an ITAdmin account and a generic student account, and with some software pre-installed. The generic student account is an admin account with full rights for managing the laptop.

Parental Controls

The best “parent control” involves the low tech approach of on-going conversations between parents and students around “acceptable use” and “boundary-setting.” The Apple Operating System does come with Parent Controls that can disable or limit certain functions, however they require that the parent then holds the administrative password. We strongly encourage parents to engage in conversations about acceptable use thereby saving Parent Control functionality only as an intervention if it proves necessary. In the event that parent controls are needed as an intervention, it is best to seek consultation with your child’s MS Counselor so that home and school can partner with low tech approaches as well.

Being prepared to learn

Students that are part of the 1:1 Laptop Program must bring their computer to school each day:

- In the school assigned carrying case.
- With the battery fully charged.
- With headphones or earbuds.

In addition, to ensure smooth operation of their computers, it is expected that students:

- Employ careful battery management techniques to ensure that they can get through the school day and participate fully.
- Care for and transport their laptop responsibly.
- Regularly perform software updates.
- Regularly restart their laptop.
- Regularly backup their files.
- Organize and manage files to ensure adequate free space on the hard disk.

Rules and Boundaries

Laptop Usage Areas are Supervised by an Adult

While at school, students are only allowed to use their laptops in supervised areas such as classrooms. Outside of class time, students can use their laptops in the library. Students may NOT use their laptops in unsupervised areas such as hallways, staircases, squishy courts etc.

The Cafeteria is a No-Laptop Zone

Laptop usage is not permitted in the cafeteria. Lunch time is an opportunity to engage face to face with peers and provide a break from academic activity. The cafeteria also presents the risk of food and beverage spillage. Laptops should not be used where food and beverages are present.

School is a Headphone Zone

While at school, students should only listen to audio through their earbuds so as not to disturb others.

School is a No Charger Zone

Students are expected to charge their laptops at home. Do not bring your laptop charger to school.

Peer-to-Peer / Torrenting Software is NOT Allowed

Use of peer-to-peer (P2P) file-sharing software, torrent downloads, and any other application that can be used to download illegal content and/or jeopardize Internet access for all members of the SAS community is unacceptable. Students are not permitted to install peer-to-peer or other torrent software.

Formatting of Computer Name

Students should not change the name of their laptop. The laptops will be pre-configured with standardized usernames such as pgreen-12345-y19-MBA13-13.

Always-On Laptop Cases

The laptop is deployed with a hard case and a softcase. It is a requirement that students do not remove these cases.

Safety and Security

Security

Students are responsible for the security of their laptops at all times. Laptops should never be left unattended or taken into environments that may prove harmful.

Passwords

We require that students password protect their computers. Students will create their own passwords. A strong password is important because any individual password that is compromised can have adverse consequences. We encourage using the same password for all school accounts. Students are responsible for remembering their own passwords.

We recommend choosing a password that:

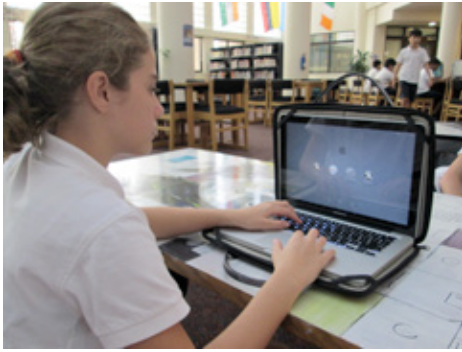
- is easy to remember.
- is not a single word that can be easily guessed.
- doesn't use personal information such as your birthday, ID, pet or friend's name.
- has at least eight characters.
- includes a mixture of characters (letters, numbers, capitals, & % # etc.)
- Organize and manage files to ensure adequate free space on the hard disk.

Some examples of good passwords are:

- door%kleenex
- my6cat5likes4pillows
- \$msitBsitw (SAS Middle School is the best school in the world.)

Laptop Care

It is generally expected that a laptop will be functional for three to four years if treated well. Students are expected to have their laptops in full-functioning order for every class every day at SAS. For this reason, it is vital that they exercise care at all times to keep their laptops functioning properly. There are several fundamental ways to retain the functionality of the laptop. This section will give students useful tips on how to take care of their laptops.



Use the school-provided laptop case

You must keep your computer in the school-provided case. While no decals or stickers may be applied to the laptop itself, you may decorate your laptop case to differentiate it from other students' cases, provided that any stickers or other markings are not offensive to others. You may not remove identifying inventory tags affixed to the computer by the IT Department.

You are expected to keep your laptop within the school-provided case at all times, even when in use. Keeping laptops in the school-provided carrying case will help protect against most minor bumps and jolts; however, when the laptop is in a backpack or bag, it is important to ensure that there is no adverse pressure applied to it. Laptops do not function well after having been bumped around, and screens will break if enough pressure is applied to them. Additionally, make sure there are no other objects (such as paper clips or coins) in the carrying case that could get stuck in openings of the laptop.



Always carry your laptop safely

Carry your laptop with the lid closed and the case always zipped. Carry the case with two hands hugging the laptop to your body or carry the case with the handles.



Keep laptops away from liquids and food

Don't eat or drink while using the computer as crumbs that may fall into the keyboard can remain there, eventually affecting keys. Liquids should not be placed on the same surface as your laptop. If drinks or other liquids are on the same surface (table, etc.) as your laptop, they can spill into your laptop and cause irreparable damage. Also, do not put water bottles in your backpack alongside your laptop case.



Avoid overcrowding your laptop

Don't try to squeeze your laptop into small spaces, such as an overcrowded backpack or locker, as it may cause damage to the screen or warp the case. There are many backpack-type bags that can safely carry a laptop as well as several other books and other items.



Store your laptop in your locker safely

The laptop in the school-provided carrying case fits nicely on its short side against the bottom of the locker as you would put a book on a shelf. Do not put your laptop on top of other books or your backpack in your locker to ensure that it doesn't fall out of your locker. Do not put your laptop flat in your locker with things on top of it.



Place your laptop on a safe surface

Never put your laptop on surfaces where people walk or put their feet such as the floor, stairs, or a foot rest. Find a safe place to place your laptop before putting it down.

Keep your laptop clean

To clean your laptop, shut it down and unplug the power adapter first. Use a damp, soft cloth to clean the laptop's exterior. Do not apply any liquid directly on the laptop. You may use cleaners that contain no alcohol or ammonia. However, it is recommended to purchase cleaning spray for computers. The keyboard may gather lint and dirt underneath the keys. Using either a mini-vacuum or air spray can help remove unwanted debris.

Avoid heat and humidity

Try to keep your laptop away from extreme temperature changes, especially with high levels of humidity, as too much moisture can damage your computer.

Be gentle with your laptop

Don't pound on keys. Don't slam the screen shut. Don't carry it by the screen. Always set the laptop carrying case or your backpack with the case in it down lightly. It may occasionally take a few seconds for your laptop to "think." Pounding on the keys or the computer can damage the laptop, ultimately slowing the process, and negatively impacting the long-term functionality of the computer. Treat your laptop well, and it will treat you well!

Tips for Battery Management

How long your laptop battery lasts depends on your computer's configuration and how you are using the computer. Your screen brightness has the greatest impact on battery life and should be dimmed to a comfortable level. Applications that are graphics intensive such as iPhoto or iMovie drain your battery much faster than word processing applications. You can find more information on managing your laptop's battery life on [Apple's support site](#), but here are some basic tips:

- Close the lid of your laptop when not in use.
- Dim your screen to the lowest setting that is still comfortable.
- Dim your keyboard backlighting.
- Close applications when not in use.
- Close browser tabs when not in use.
- Turn off features such as bluetooth when not in use.
- Eject peripherals such as thumb drives, cameras or dvds when not in use.
- Optimize your battery settings in Energy Saver Preferences.

Homework Communication at SAS

All SAS Middle School teachers post homework in a Google Calendar that students can subscribe to. Once subscribed, students can view homework from all classes inside their own Google Calendar. It is the students' responsibility to access the most up to date information posted by teachers by regularly checking Google Calendar. Additionally, it is the student's responsibility to create a personalized task list to help organize their work.

Productivity

Your laptop is an excellent tool to help you stay organized and get things done efficiently. Here are some suggestions to get you started.

- Subscribe to each of your teacher's Google Calendar so you have all of your assignments and homework in one place.
- Use the "task" functionality in Google Calendar to make to-do lists that you can check-off when completed.
- Create events for deadlines and due dates in your Google Calendar with reminders
- Add automatic reminders to your events so that you can be reminded through an alert on your phone, browser, or email.
- Use Google Apps when possible to create docs, spreadsheets and presentations so that you can access them from anywhere. Bonus: They are automatically backed up!
- Both in Google Drive and on your Mac, use clearly labeled files and folders.
- Eject peripherals such as thumb drives, cameras or dvds when not in use.
- Optimize your battery settings in Energy Saver Preferences.

Backing Up & Recovering Files

Losing ones files, assignments or other data is a terrible thing to experience. It is important for each one of us to have a backup strategy to prevent data loss and the pain that comes with it.

Using online spaces such as Google Drive, your blog, and YouTube for storing most of your school work is one way to protect against data loss. However, we strongly recommend that you regularly back-up all of the files on your laptop so that things such photos, videos and other projects are safely stored on your laptop and in another place.

An easy way to do this is to purchase an external hard drive and use Apple's built-in Time Machine software. You can set Time Machine to backup your files automatically every time you plug in your external hard drive to your Macbook. For information on configuring Time Machine you can access info on Apple's support site (<http://support.apple.com/kb/HT1427>) or drop by the MS Tech Help Center with your hard drive and we can walk you through it.

NEED HELP?

MS Tech Help Center (MS THC)

The MS Tech Help Center is the one stop shop for assistance with your Macbook. Whether you have a question about software, or there is a problem with your hardware, drop by the MS THC and we will try to answer your question or investigate the problem.

Apple On-Site Technician

Our Apple re-seller provides SAS with an on-site Apple Technician who is located in our MS THC. If we determine that there is a hardware problem with your Macbook, the Apple Technician will troubleshoot and determine the next steps to be taken. The Apple Technician is responsible for determining if an incident falls under Apple's warranty, or if we will follow the school insurance policies.

Online Help

SAS Specific Tutorials

A wide range of tutorials for students are available linked off of the [Middle School webpage](#). Look for the Student Tech Help link.

Laptop Program Documents

All of the documents regarding the MS 1:1 Laptop Program can be found on the [SAS Website](#).

The Web

Apple has an excellent support site where users can search for answers to questions. Apple has produced a collection of introductory videos located [here](#). Additionally, answers to most software or web application questions can be found by using a Google or YouTube Search.

Connecting to the Internet from Home

As students have admin rights on their laptop, they are able to configure the settings for connecting to a home wireless network. If you are having trouble connecting your school-owned laptop to your home wireless network, you will need to contact your internet service provider for assistance.

PARENT HANDOFF CHECKLIST

In 1:1 Laptop Programs around the world, we have found that some parents may have inadvertently relinquished their parental authority when it comes to all things digital. It is important that parents set guidelines and expectations for computer use at home, and continue to have conversations with their children as the child matures and technology changes. As a part of our BootCamp program for students we require that parents spend time discussing expectations and boundaries with their child. The prompts below are our suggested topics for agreements.

- Agree that the laptop does not belong to the student but to the school, and that its main purpose is for academic learning.
- Agree on what the laptop should be used for outside of its main purpose, and agree on what activity is not acceptable. (Consider whether you will allow the student to play games, socialize, use social networks etc.)
- Agree to where the laptop will be charged each night. (Consider the location, time and how this will fit into the student's routine, for example, "after brushing teeth.")
- Agree to where and when the laptop can be used at home. (Consider private vs. public spaces, balance between screen time and face time, establishing an "internet curfew". Be mindful of locations that are dangerous for laptops.)
- Agree on what happens during homework time. (Consider setting expectations about a specific location and what types of apps and services should be turned off. Consider "break time" and how that might look different than "homework time.")
- Agree to keep an open and honest dialogue about the student's digital life. (Consider setting expectations around how to deal with cyberbullying and what to do if students come across inappropriate websites, etc.)
- Agree to make future adjustments to these agreements or create new agreements as needed.

FREQUENTLY ASKED QUESTIONS

Information about the Program

WHY 1:1 LAPTOPS? WHY NOW?

SAS is committed to creating and embracing a 21st century approach to teaching and learning and providing all students with 21st century learning experiences, environment, resources, and skills. An essential element in supporting this direction is adequate access to technology resources. 1:1 laptop programs are the norm in international schools and have proven to be successful in developing 21st century skills, attitudes, aptitudes and behaviors and in creating an institutional culture of learning, creativity, and innovation.

What grades will receive a laptop computer to take home?

Grades 6, 7 and 8 receive school-issued laptops.

How many years will the student use the same laptop?

Students are issued a laptop upon their entry into SAS Middle School no matter which grade they enter initially. When a student enters in grade 7 or 8 they will be issued the same model and year of laptop that the other students have in that particular cohort. With careful and responsible use, a Mac laptop is capable of being used for at least 3 years and will therefore be used throughout a student's Middle School years.

If my child leaves the school before the end of grade 8, can they take their laptop with them?

No. The laptop will remain with SAS and will be redeployed.

After completion of grade 8, can my child take their laptop with them?

At the end of grade 8, the school may offer an opportunity for families to purchase the three year old laptop. If SAS chooses to offer this opportunity, parents will be informed of the details at an appropriate time.

What if my child already has a laptop?

All MS students are required to bring their school issued laptop to school which will enable all students to have ready and consistent access to a common set of software, hardware and network resources. Using the school issued laptop ensures that the learning experience is uninterrupted by complications resulting from inconsistent hardware or software.

Why has the school selected Apple devices for the MS 1:1 Program?

Apple Computers have been committed to supporting public and private education for several decades. As such, their products and solutions provide an "ecosystem" that is widely known for its ease of use, reliability, innovation, and creativity. The emergence of iPads as a powerful learning tool for schools has furthered Apple's presence and commitment to education. The consistency of design, functionality, and user experience from Apple's operating systems, iOS and Mac OS, simplify use for users of all ages and experiences. These characteristics are ideal for educational settings and support our vision for educational technology.

Apple has dedicated resources for educational institutions and for educators and an extensive worldwide support structure. Apple has a robust professional development framework that includes providing innovative educational experts and consultants, professional development programs, and educator certificate programs. The Apple Distinguished Educator program is one of the most widely recognized programs for identifying and supporting outstanding educators. The growing number of international schools that have existing Apple programs - or have recently implemented or migrated - allows for a high level collaboration between educators and schools. It is also an indication that Apple products are widely recognized as an excellent choice for education. All of these factors led to the decision of choosing Apple as the single platform for SAS.

Are there guidelines that describe the school's expectations for the student?

The success of our 1:1 program requires a close partnership with parents and students and a shared understanding of common expectations. Before the student receives a laptop they will receive instruction based on our "Digital Citizenship Agreement (DCA)." Following that the DCA and a Laptop Acceptance Agreement will be signed by the student and a parent or guardian. These two documents are included with other information regarding expectations as a part of our SAS MS 1:1 Program Laptop Handbook.

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

Yes. Students are expected to bring their fully charged laptop to school everyday and bring it home each night. There may exceptions when the school will communicate that students should not bring their laptops on a specific day (for example, field day, CWW etc.)

Laptop Features and Functionality

What kind of laptops will the students receive?

Students will receive a 13 inch Apple MacBook. A carrying case will be provided.

What software will be included with the laptop?

A variety of education and productivity software will be provided to complement our Google Apps suite of online tools. Additional software may be subsequently installed for specific course requirements.

Will the student be able to type in different languages?

While the Mac Operation System will remain in English, students will be able to type in most of the world's languages including Mandarin Chinese, Korean, Japanese, French, and Spanish.

What accessories will come with the laptop?

The laptop will be issued with a standard macbook power supply as well as a school provided carrying case. The laptop must remain in the case at all times. Families are welcome to purchase additional accessories for home use.(ie. external backup drive, headphones)

What happens if I want to purchase my own laptop case?

We require students to use a school issued laptop case. We will supply each student with an “always-on” laptop case that is specifically designed to fit the macbook. It is mandatory that this case stay on the laptop at all times. The laptop cases are custom-designed for SAS students by the XSProject Foundation based in Jakarta, Indonesia. XSProject makes creative use of items usually discarded, and is a non-profit foundation with which SAS has been involved since 2004. These laptop cases are made from cushioned fabric that was originally used to cover new car seats for shipping. The vinyl material comes from advertising banners and it provides a durable and unique covering material. Their motto is Trash Transformed, Lives Changed. Funds from the sales of XSProject support the education of children of the trashpickers involved in the collection of waste materials. Further information about the XSProject can be found at <http://www.xstransformed.org/?idmenu=1&menu=home#>

Can students personalize their laptops?

No stickers or other personalization will be allowed on the laptop itself. The school will have a bar-code on the laptop for inventory control. Students may personalize the carrying case that comes with the laptop by adding stickers, etc.

Warranty and Insurance Information

What happens if the laptop needs repair?

If there is a problem, immediately take your laptop to the MS Tech Help Center. We will arrange to have the laptop inspected by our on-campus Apple Certified Technician. If the technician determines that the issue is under warranty, we will proceed. If, however the issue is not under warranty we will contact the parent and begin to process an insurance claim. A backup laptop will be provided for students to use during the repair process.

Is the laptop under warranty?

Yes. All laptops come with a 3 year Apple Protection Plan which covers mechanical failure and manufacturer defects.

Is the laptop insured?

Yes. SAS has limited the family liability by developing a set of self-insurance policies which are outlined in the Laptop Acceptance form.

What if the laptop is accidentally damaged?

If the laptop is accidentally damaged, the family will be responsible for paying SGD \$200* toward the insurance deductible for the first incident. For the second incident, families will pay half the repair or replacement cost, or \$200, whichever is more. For the third incident and beyond, families will be responsible for the full cost of repair or replacement.

*For instances under \$200, families will be responsible for the entire amount and will not count as an incident of using insurance.

What if the laptop is stolen?

If the laptop is stolen, the school insurance will cover up to SGD 2,000 for replacement after a SGD 200 deductible. Families will be required to submit a police report in order to make an insurance claim.

What if the laptop is lost?

If a laptop is lost, the family will be responsible for paying \$1,000 toward the cost of a new laptop. If the laptop is lost a second time, the family will be responsible for the full replacement cost of the laptop. If a student loses any of the accessories such as the power supply or the case that comes with the laptop, the family will be responsible for 100% of the replacement cost of those items.

Soft Laptop Case - \$25

Hard Laptop Case - \$25

Power Cord - \$100

Can I buy insurance for the laptop?

The laptop is owned by SAS which has already purchased insurance for the laptop. You may wish to see if your personal insurance will cover the deductible or losses not covered by the insurance provided by the school.

What about theft or loss on campus?

When you are not using your laptop you are responsible for keeping it locked in your locker. It should not be left unattended in a classroom, the library or other open area. If a laptop is left unattended and then goes missing, it is considered lost, not stolen.

What if I drop my laptop or spill water on the keyboard by accident?

When you damage your laptop accidentally the Apple warranty does NOT cover the costs to repair the computer. You will be responsible for contributing SGD \$200 towards the cost of repair or replacement (in accordance with our insurance policy).

What if the laptop needs to be repaired and it is a school holiday?

Incidents that occur during a weekend or a school holiday in Singapore should follow the same process that is in place for when school is in session or on the next business day that SAS is operating. Incidents that require insurance claims that occur outside of Singapore will need to be completed upon return to Singapore and processed at SAS. For incidents involving theft, a local police report should be filed where ever the incident occurred. The police report is REQUIRED for insurance claims.

Who will determine whether damage is accidental or covered under warranty?

The onsite SAS Apple Technician will make the determination regarding warranty coverage.

Using the Laptop at Home

How will the laptop connect to the Internet at home?

Apple laptops can be easily configured to access the Internet by connecting to your home wireless network.

Will students be able to put additional software on the laptop?

Students will have administrative rights on their laptops. This will provide them with the flexibility to set the laptop up to their specific needs, the ability to install applications and manage updates, and the responsibility to independently handle the day-to-day management of the laptop. Installation of software must comply with our Digital Citizenship Agreement. The school reserves the right to check a student's laptop – and any network enabled device – at any time to confirm that it is in compliance with this policy.

What should I do at home to ensure that my child is using the laptop in the way intended?

It is important to establish an ongoing dialog about your child's technology use. Establishing use protocol is best determined by the school and parent's while involving the child's input. Duration, location, and purpose of use requires an ongoing assessment.

Can certain aspects of laptop use be controlled by the parent?

There are tools within the operating system that allow for certain levels of parental control as well as software products that can be purchased and installed. However, we encourage parents to use this approach only as a last resort.

Will parents be able to access student work online?

All Middle School students utilize a blog in conjunction with their Google Apps account so that they can publish work, collaborate with peers and document their growth over time. Students are encouraged to use the blog to reflect on their learning and create a positive online presence. Teachers will ask students to post to their blogs to varying degrees, but overall, this is a place that you could view student work.

Using the Laptop at School

Will students have a secure place to keep their laptop at school?

Yes, all students have lockable lockers. Students who have an after-school activity, and who do not return to school after the activity, will need to take their laptops with them and be responsible for their safety.

Will students be able to charge their laptops at school?

In short, no. Students are not allowed to bring their charger to school. One of the benefits of using Apple computers is that they have a very long battery life. We expect students to bring their laptops to school everyday with 100% charge. Under normal conditions the battery's charge will be sufficient to last for the school day.

What happens if a student does NOT charge the laptop overnight?

If a student comes to school without a charged battery, they can drop it off in the MS Tech Center so that it can charge. As a natural consequence, the student will be without a laptop during the time it takes the laptop to charge.

How will students store their data?

Students will store their data on their laptops. In addition, the student Google accounts offer online file storage through Google Drive.

What should students do about backing up their data?

Regular backup of data is a personal responsibility of each student. There are a number of online solutions for a fee, and every Mac comes with TimeMachine (which requires the use of an external hard drive). We encourage families to discuss the importance of regular backup and choose a backup strategy.

Why does SAS use Google for email?

SAS uses Google Apps for Education. Google Apps for Ed supports all of the core areas of our vision for technology use: communication, collaboration, innovation and creativity and productivity. Our Google Apps for Education domain is controlled and managed by SAS and only accessible to users in our domain or that we have invited to view or collaborate with.

Will all of the students' work be done on a computer?

No. As stated in our overview, technology should be purposefully integrated into core curricular areas to enhance learning. 21st Century Learning requires a blend of digital and analogue tools and experiences for students.

How will students' social skills be affected by the constant interaction with the computer versus face-to-face contact?

Students will be engaged in a variety of learning experiences that require both group work and individual work. Technology tools allow for collaborative experiences that are not always face to face but are very social. We believe that it is important to teach and model digital social skills as well as personal/face to face social skills.

APPENDICES – AGREEMENTS AND FORMS

Laptop Acceptance Form for Grades 6 through 8



Laptop Acceptance Form

40 Woodlands Street 41 Singapore 738457 • +65 6363 3403 • www.sas.edu.sg

SINGAPORE AMERICAN SCHOOL LAPTOP ACCEPTANCE FORM

This contract outlines the terms, conditions and obligations that the student and parent must accept in order to be issued a laptop by Singapore American School.

The laptop remains the property of Singapore American School and as such must be returned to the school either on demand, at the end of the laptop life cycle, or at the end of your enrollment at SAS.

The user accepts responsibility for the physical security of the laptop. The machine is insured by the school's insurance policies with a 200.00 SGD deductible to be paid by the user (parent). However, this coverage does not extend to instances where the user is deemed negligent, such as the laptop being left unattended and in view in a car or unattended in a public place, in which case the user will be held personally liable for any loss or theft. The insurance deductible escalates to \$500 for the second incident and parents will be fully responsible for the third incident and beyond. Incidents under \$200 will not fall under the insurance plan and parents will pay the full repair costs.

The user is responsible for all data contained on the laptop. This includes any pictures and information downloaded from the Internet. The user is responsible for any infringement of copyright, violation of school use policies, or any applicable statute or regulation. The downloading of material which is incompatible with the goals and core values of SAS is not tolerated.

The user accepts responsibility for all software on the machine. The user agrees not to alter the core configuration of the laptop or install additional software that does not comply with the SAS Digital Citizenship Agreement.

The user is responsible for the general care and maintenance of the laptop. The user accepts that he/she should take care of the laptop at all times and maintain it in good condition. The user is held liable for lost parts, damages caused by negligence, inappropriate usage, or abuse beyond normal wear and tear. This includes stickers, markings or decorations of any kind.

The user will adhere to the SAS Digital Citizenship Agreement policies as stated in the Middle School 1:1 Program Handbook. In signing this form, the student and his/her parent or guardian acknowledge the following obligations to SAS in relation to the use and care of the laptop.

I hereby acknowledge and accept the conditions stipulated above:

Student Signature _____ Date _____

Student Name Printed _____

Parent Signature _____ Date _____

Parent Name Printed _____



40 Woodlands Street 41 Singapore 738547
(65) 6363 3404 • www.sas.edu.sg

SINGAPORE AMERICAN SCHOOL

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