

LAPTOP INFO

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

Singapore American School believes technology plays a vital and increasing role in learning. Our approach to using technology in teaching and learning is focused on providing each student with access to the information and contemporary, professional tools they need. Networked devices connect students with others, resources and information in a way that is not possible any other way.

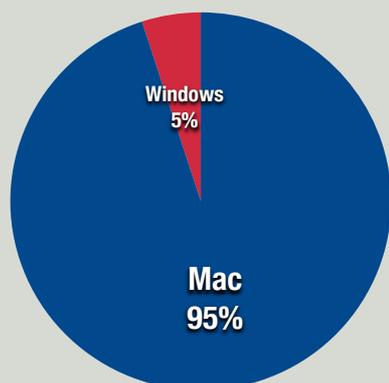
SAS students may only know a digital world but they continue to need guidance in how to successfully and safely navigate a digital landscape.

Family-owned Laptops

All students in grades 9 through 12 are required to bring a laptop computer to school each day. Laptops must meet or exceed the minimum specifications noted here. Students using computers that do not meet the specifications may have difficulty participating in learning activities designed by teachers.

The school does not provide laptops for High School students. By owning their own laptop, students take better care of it, become more competent with the digital tools at hand, and learn to problem solve using a tool with which they are familiar. This is a natural progression from the technology setups of the earlier divisions at SAS. With age comes greater independence, choice, and responsibility.

Student Laptop Choice 2020-21



Minimum Hardware Specifications

- 4 GB RAM (**Recommended: 8 GB RAM**)
- 256 GB Hard Drive
- 802.11 N wireless network card
- Built-in web cam
- Earbud headset with microphone

Most iOS and Android tablets generally do not meet our minimum hardware specifications. Students using these will face challenges in completing their coursework and for that reason we recommend them only as supplemental devices.

Students will be carrying their laptops, therefore physical size and ergonomics of the computer should also be considered. Laptops with screen sizes greater than 13 inches can be heavy. Large laptops (16 inch screens and above), including those designed for gaming, are not recommended.

Operating System Specifications

Mac

- OS X 10.15 (Catalina) or greater

Windows

- Windows 10 or greater
- English operating system

Students may choose to bring either a Windows or MacBook laptop. Some classes require particular software, and teachers try to use software that is compatible with either operating system.

Parent Information and Support

Throughout the year the Ed Tech department, HS counsellors and school administrators may provide information sessions for parents. These are announced via the eNews email newsletter that is sent regularly by the Communications Department.

You can also contact the Tech Help Center at extension 6579 or stop by H308.

Purchasing a laptop

Families have choice purchasing a laptop for school use. The main requirement is that it meets or exceeds the specifications listed above. When choosing a laptop, parents should consider size, familiarity, intended use, design and personal preference.

Discount at Apple

Apple offers education discounts and bonuses for university students purchasing laptops and other Apple products through their education website. Visit www.apple.com/sg_edu_4911/shop/back-to-school.

Windows laptops can be purchased at many technology retailers in Singapore. Some of the best retailers are in Sim Lim Plaza and the Funan Digital Life Mall.



The Fine Print

All students must comply with the Digital Citizenship Agreement (DCA), guidelines specified in the Student Handbook and other rules set by the school administration. Use of a personal laptop on school premises is only permitted after configuration at the High School Tech Help Center (H308).

Internet access is provided for educational purposes and is a shared resource across the entire school. SAS reserves the right to prioritise internet traffic for sites that are being used by students and teachers for their classes.

BitTorrents or technology that bypasses school filters and safety settings are strictly prohibited and regularly monitored. Using such technology is a breach of our DCA. Users found to be running such technology will be required to remove the software from their computers before network access is restored. Violations of the Digital Citizenship Agreement are discipline issues that are managed by the HS Administration.

Care and Maintenance

Each laptop is the property of the student's family and each student has the responsibility to manage it. In the event of loss, theft, or damage – whether on or off school grounds – families are solely responsible for repairs and/or replacement. To assist students with hardware or software issues, tech support is available on campus during school hours in the Tech Help Center (H308). We will attempt to troubleshoot basic problems, but if a solution cannot be found students are responsible for repairs at a local computer service provider.

There is also a certified Apple technician on site. Students with MacBooks can get support in the Middle School Tech Help Center.

SAS does not provide technical support for Internet access, software or hardware issues in the student's home or for computers that are not used at school.

File Storage and Backing Up

Students are responsible for managing the back up and maintenance of computer files, folders and documents on their laptops.

Students should use a regular backup system maintained on an external hard drive or with web-based file storage. The school is not responsible for any loss of data.

Sound

Audio must be muted at all times unless teacher permission is granted. It is recommended that all students have headphones or earbuds to listen to audio.

Printing

Students may print to shared printers in the Tech Help Center (H308) or the HS Library.

Laptop Dress Code

Inappropriate media may not be used as a screensaver/desktop backgrounds or attached to laptop accessories, including display of weapons, pornography, inappropriate language, alcohol, drug, gang-related or hate symbols or pictures.

Getting Help

All students that require tech help should visit the HS Tech Help Center. A technician and a tech assistant are available during school hours.

Transport and Storage of Laptops

SAS recommends that all students purchase protective cases/foam sleeves for their laptops and that they be carried in a closed/zipped backpack or shoulder bag. Hard cases or an 'always-on' case provide extra protection and are recommended.

Personal Software

All applications installed on student laptops must be legally obtained. Personal software that operates in violation of our Digital Citizenship Agreement may be removed.

Anywhere,
Anytime
Learning



Loaning or Borrowing Laptops

SAS will provide a Chromebook for short-term loan while a student's laptop is being repaired. Parents can request this by contacting the High School Tech Help Center (H308). Students should not loan or borrow laptops from one another or share passwords or usernames. **SAS does not provide loaner laptops if students forget their computer at home or do not have sufficient power.**

Internet Safety

The school filters Internet traffic, and on request or suspicion, may monitor network activity. Off-campus, it is the responsibility of students and parents/guardians to decide what software or sites may be accessed. The school is not liable for what students do on the internet at home and does not provide monitoring software.

Batteries and Charging

Batteries should be fully charged overnight before arriving at school in the morning. Sufficient access to power points is provided in most instructional spaces in the school. Students should bring their charging cables with them to school if their laptop battery cannot make it through the day.

We do not have spare chargers to lend, however students can charge their laptops in the HS Tech Help Center.

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Failure to comply

The use of school IT resources and services, including access to the Internet, is a privilege, not a right. Violation of the Digital Citizenship Agreement and the terms and conditions outlined in this guide may result in one or more of the following:

- Network access may be blocked
- Disciplinary action by the High School administration and/or Superintendent
- Possible recommendation for expulsion from the school
- Notification to the appropriate legal authorities for possible prosecution
- The user being held responsible for damages to IT equipment, networks and hardware or software systems resulting from deliberate or wilful acts of vandalism