



Lutheran 1:1 Laptop Program



We believe that student access to technology is a critical component in education. For several years, Lutheran High School of Indianapolis has provided an improving student to computer ratio. With the introduction of the one-to one-laptop program, we are making progress toward providing our students with the very best tools to learn and grow. At LHSI, we want technology to be the lever for classroom instruction that is more student centered, collaborative, project-based and focused on higher order thinking skills.

Digitally Enhanced Education means...

- Collaborative and project-based courses***
- Digital resources and digital presentation tools***
- Differentiated learning techniques and strategies***
- Use of a Learning Management System (Moodle)***
- 24 / 7 Access to learning content and resources***
- Foundational growth in technology discernment***
- Up to date, data enriched curriculum***
- A World-Class education***

Lutheran Technology Plan

Technology Vision

All students will be prepared and motivated to meet the challenges of a dynamic global society in which they collaborate, contribute, and flourish through universal access to people, information and ideas. 21st Century Learning is Lifelong Learning with technology. Students develop the capacity to locate, consume, analyze, and evaluate information, then create knowledge. To be literate in the 21st century is no longer simply having the ability to read and write; rather, it must also include technological fluency and dispositional attributes such as creativity, teamwork, systems thinking, responsibility, self-assessment, and inquiry. We should expect students not only to master these skills but also to apply and demonstrate them through authentic and engaging activities and assessments.

8 Criteria for Success

- ❖ Technology will be **seamlessly embedded** into the fabric of the student learning experience.
- ❖ All educators will use 21st century skills and knowledge to **effectively embed** educational technology as necessary to enable students to achieve the LHS student learning results.
- ❖ LHS will improve and maintain a **user-focused technology infrastructure** that is reliable, supported, and relevant to today.
- ❖ All students and staff will have **ubiquitous access** to the tools of technology and information for learning.
- ❖ **Professional Development** will be focused towards improving the learning process and providing relevance to the students' world.
- ❖ **Standards** will exist to enable consistency in the provisioning of the educational process and facilities.
- ❖ **Innovative** use of technology will be encouraged and supported.
- ❖ Use of technology will be **personalized** to the greatest extent possible in order to address different learning styles, needs and rates.

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LHSI 1:1 Technology Program Policy

Technology is a critical tool to advance learning at Lutheran High School. We rely upon the effective use of technology in the learning process as we seek to meet our mission: ***To prepare young adults for a Christian life while providing academic excellence in a Christ-centered environment.***

Goals:

1. Equip students to use technology to impact the world for Christ.
2. Teach students discernment and the ethical use of technology.
3. Improve the quality of student learning and academic achievement as they develop a new set of knowledge and skills for the future world of work.
4. Provide greater access to educational opportunities, formative assessments, and differentiated instruction by providing one to one access to laptops for students for anytime, anywhere learning.
5. Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
6. Equip students to be life long learners.

The use of a laptop at Lutheran High School is a privilege. If students do not adhere to the Lutheran High School Acceptable Use Policy and the rules and guidelines in this handbook, the privilege of using a laptop may be restricted or eliminated.

LHSI Students Should:

- Understand and follow the spirit of the LHSI Laptop User Agreement and the LHSI Technology Code of Conduct when using the laptop.
- Follow these guidelines, specific divisional or classroom agreements, as well as the student use expectations around use of the laptop.

Laptop Device Options

Students have two options at LHSI for adhering to the Laptop device requirements. Students may acquire their own Apple Laptop capable of running OS X Mountain Lion, or choose to lease a laptop device from LHSI.

LHSI Laptop Lease Option

- 13" Apple MacBook Air Laptop
- Power supply
- Protective laptop case
- \$40.00 per month / 11 month term

At the end of a students time attending LHSI, the laptop will be required to be returned to LHSI. The computer and licensed software are the property of LHSI. Requests to purchase the leased laptop at the time of withdrawal or graduation can be made for the remaining outstanding balance of the initial purchase price of the machine or possible

negotiation for purchase at fair market value to be determined. At the end of the school year or upon transfer from LHSI, leaser agrees to return the laptop in the same condition it was issued to the student less reasonable wear.

Student Owned Laptop Option

If a student chooses to acquire ownership of their own Apple Laptop device, they must agree to and will sign the appropriate user agreements. The parent and student also agree to grant LHSI access to the device, to grant control of administrative rights to administer the necessary network settings conforming the device to meet the 1 to 1 program requirements, and the loading of required classroom software, including monitoring and management software. It is the intention of LHSI to only manage the admin rights and software necessary to meet program compliance. A computer that is owned by the student will have all software removed that is property of LHSI upon withdrawal or graduation.

Laptop Collection and Inspection

For the purpose of assuring compliance with IT protocols and student safety, LHSI faculty and administration reserves the right to collect and examine any technological device used by students on LHSI property. LHSI also reserves the right to remotely inspect such devices at school to ensure compliance with established protocols and policies.

Software Updates

Updates will be installed as needed throughout the year. Any software installed by the student on the laptop, on top of the school's provision must not interfere with these updates. Some updates will require up to 1.5 GB of space, so ensuring there is enough space on the computer to accommodate these updates is important. In addition, students may be required to return their laptop once a year to LHSI for re-imaging. Before students hand in their computer for imaging, any user data on the computer must be backed up by the student. LHSI will not be responsible for any data left and removed as the result of this imaging.

Installation of Additional Software

All software provided on issued laptops is licensed for use by LHSI. If students deem it necessary to supplement what is provided, they may do so only if the software is properly licensed. If a class requires specific supplemental software, the school IT team will only assist with the installation of software programs or devices that are directly related to the student's academic studies. Many of these installs will take place remotely, without notice. During the course of regular repairs, software upgrades and installation, and condition audits, the school IT team may remove any detected unauthorized or illegal software installed on the computer by re-imaging the MacAir prior to returning it to the student. Re-imaging will result in the loss of files, data, personal settings, and any other data not backed up by the student beforehand.

Software on your Mac

OS X Mountain Lion - Operating System software



iLife - A suite that includes:

iPhoto (an image organizer)

iMovie (audiovisual editor and creator—make/edit movies)

GarageBand (preset instrumental sounds to create music)



iWork - A suite that includes:

Keynote (word processor)

Numbers (spreadsheet utility)

Pages (presentation creator)



Safari and Firefox - web browsers



LoggerPro - A software package that allows students to collect, analyze, and interpret data using scientific probes



GeoGebra – A geometry package providing for both graphical and algebraic input.



Filewave – an administrative application managing software deployment



Virus/Spyware protection – none. Mac OS X is quite secure but students should still be cautious when downloading files or opening email attachments.

Responsible Use

Student Use Expectations

Rationale

The use of laptops at LHSI is focused on educational purposes as outlined in our Responsible Use Agreement. In some cases, your behavior is guided by clearly articulated expectations, but in other cases, you must make wise decisions about your own behavior, dictated by a sense of good digital citizenship and as a responsible member of the LHSI community. Be aware that all expectations apply to any device used at LHSI, even those not provided by the school, such as mobile phones.

Being Prepared to Learn

Being a good digital citizen and a responsible member of the LHSI community means you come to school prepared to learn. Bring your computer to school each day, in operating condition, with sufficient storage available for school use, with your battery fully charged and your charger available. You should employ careful battery management techniques to ensure that you can get through the school day and be able to participate fully, as well as file maintenance. It is recommended that the student make use of the folder architecture and follow the recommended naming protocol.

Distractive Technologies

It is well-accepted that excessive time spent on your computer can have a detrimental effect on your physical well-being, so you should ensure that you make use of your free time in a healthy manner. Additionally, as recreational endeavors, playing games, using social networking sites, chat groups, and other non-educational technologies can be very appealing, but they can occupy time that might be better spent preparing assignments for class, studying, working collaboratively, or reviewing classwork.

Ethical and Respectful Use

Good digital citizenship means maintaining good ethical behavior, even if no one is watching you. You are constantly encouraged to model good digital citizenship, and not to make choices that disrupt the learning environment for yourself or others. At a minimum, this requires you to view only appropriate content, not to try to bypass network guidelines with proxies or Internet access devices, not attempt to hack or modify other student accounts or official school files or accounts, and not engage in any illegal activities (including possessing or sharing pirated software or applications). You are expected to obey all intellectual property rules and copyright laws, and the LHSI Student Email Usage Protocols, including not sharing or using others' email accounts or passwords, and not engaging in conversation or activities (such as sending pictures) intended to inflame, agitate, or offend others.

As it is primarily used to download illegal content, you are prohibited from installing peer-to-peer file-sharing software such as LimeWire or BitTorrent. Hacking software (such as keylogging programs) is also specifically banned from being installed on any device being used at LHSI.

Community Awareness

All students are members of the greater LHSI community, which exists in both the physical and virtual realm, and have a social obligation to protect community resources such as bandwidth and social climate. As such, participating in activities that use up excessive bandwidth (such as peer-to-peer file sharing, MMORPGs (e.g., World of Warcraft), and other multiplayer games (e.g., Call of Duty) is specifically banned. Additionally, you are requested to use headphones when listening to audio, and your computer use should not be disruptive to other students who are working nearby. You should also be aware that individual teachers will have different protocols for classroom use of the laptops; it is your responsibility to be aware of these and adhere to them.

Responsibilities of Care

Be careful to not do anything that will void the warranty, such as bringing the laptop to an unauthorized service center or opening the case. Do not remove or cover the asset tags.

As it is an essential learning tool, you should take careful steps to protect your laptop from damage or theft. This means to carry it only when it is closed and use a carrying bag when moving between classes. You should be extra cautious with your laptop in high-risk environments such as the gym (high risk for theft, damage from being struck), the locker rooms (theft), and the bus (damage from being dropped).

Because of the exceptional risk of damage from food and drinks, theft, and contribution to noise levels, use of your laptop in the commons during lunchtime is prohibited. You will be allowed to work in the Ace Lab during the lunch period.

To avoid theft, AT ALL TIMES YOUR LAPTOP MUST BE LOCKED, OR IN YOUR POSSESSION. Unattended, unlocked laptops will be collected, and there will be follow-up consequences. Store your laptop in a secure location (your locked locker), and do not leave your laptop unlocked or unattended, even for a few minutes. Violations of the LHSI Responsible Use Agreement will be addressed through the LHSI disciplinary procedures.

Monitoring and supervision

All laptops and other technological devices should always be used in a location where use can be monitored and supervised by a parent or teacher; 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.
- Use of laptop by other family members is not recommended.
- Students should never allow other students to borrow their laptop.

Warranty, Insurance, and Repair

Laptop Insurance

The Student Laptops are protected by two levels of protection. The first is a AppleCare Warranty that provides coverage against manufacturer defect. The second level of security is the mandatory insurance policy that covers damage not included in the warranty. The laptops, are covered by a policy arranged through the school. The insurance covers damage of the computers not covered by the warranty. Please note that there may be circumstances for damage of the laptop that insurance will not provide coverage such as negligent abuse. The insurance coverage does not remove the need for students to take the upmost care of the machine

Replacement cost for a laptop is approximately \$1300.00, depending on the model. Deductibles are set at (3) three rates. Non-warranty repairs not exceeding \$500.00 require a deductible payment of \$100.00. Non-warranty repair costs not exceeding \$100.00 will be the obligation of the leasing family. For a non-warranty repair of the LCD monitor, requires a deductible payment of \$350.00. For non-warranty repairs that exceed \$500.00, or there is a situation that necessitates total replacement of the laptop, a \$500.00 deductible payment will be the responsibility of the leasing family. A police report of stolen/lost laptop is required to file a claim as a result of loss or theft. Multiple repairs of non-warranty damage in the same school year, or failure to pay deductible in a timely manner, may result in the loss of student use privilege beyond school property, or removal from leasing program.

Please note that the warranty and insurance cannot protect against lost data and time when repairs are necessary or computers need to be replaced. They also should not be taken as license to be irresponsible with the laptop. Repairs and replacement also cause an impact on others by increasing the cost of insurance in the long run as well as reducing the number of loaners available.

Repair or Replacement of Laptop

Students are expected to have an operational laptop at all times. If repairs are necessary on the laptop, students are expected to have their laptop inspected and pay necessary repair charges as soon as possible.

While computers are undergoing service, a loaner will be provided as inventory allows. The loaner pool is not unlimited; thus it is important that students undertake the repair procedures and pay as quickly as possible. The student will assume full responsibility of the loaner machine while repairs or replacement procedures take place. The student user agrees to return the laptop in the same condition it was issued to the student less reasonable wear.

Procedure for Repairs to a Laptop

- Student brings damaged laptop computer to the IT Help Desk.
- IT Help Desk staff determine if damage is covered under the Apple warranty. If time is required for this evaluation to take place, a loaner computer is given to the student as

inventory allows; student will use this loaner until evaluation is made and any repairs can be carried out.

1. If covered under the Apple warranty, repairs will be made by a certified Apple technician. Once laptop is fixed, student returns loaner with no payment.
2. If fault is NOT covered under the Apple warranty, LHSI will assess and repair the damage, then bill the student / parent for appropriate insurance deductible.

If the total repair cost is LESS than the Insurance policy deductible of \$100.00, family will pay full invoice cost.

If the total repair cost is MORE than the Insurance policy deductible of \$100.00, family must pay the deductible before repairs are made to the machine.

Procedure for Total Replacement of a Laptop

- Student/Family should first report lost/stolen or damaged computer (if damaged computer needs replacing) to IT Office. Student/Family MUST also report lost/stolen computer to the local Police to obtain and then submit that police report for an insurance coverage claim to be processed
- Student receive a loaner laptop until a replacement laptop can be ordered and delivered as inventory allows, and deductible payments are arranged.
- Lutheran High School has a \$500 deductible for laptop repair exceeding \$500 or required replacement. The Insurance policy deductible of \$500.00, must be paid before repairs or replacement are made to the machine.

Support

Requesting Help

Students should direct help queries about the use of the hardware or software in the following sequence:

1. To a fellow student.
2. To the classroom teacher
3. To the IT Help Desk.

IT has a commitment to fix any problem in ten minutes in the student's presence. If the computer cannot be fixed in this period of time, authorization to check out a loaner laptop will be issued. If the problem cannot be solved in a reasonable amount of time and the cause is deemed to be software related, IT will re-image the computer. Re-imaging will result in the loss of files, data, personal settings, and any other data not backed up by the student beforehand.

Onsite Service

Onsite service is available at LHSI at a limited capacity. It is equipped with spare parts and tools in order to facilitate minor non-warranty repairs. If available, a loan machine can be issued during the repair of your laptop. The service center is located in the Technology Office.

Folder Structure and Naming Protocol

Laptops can serve as great organizational tools; however, if not carefully monitored, lack of organization can hinder one's ability to use it well. Hundreds of "loose" files on the desktop make it difficult to sift out the files you require; for this reason, we recommend that students adhere to a coherent folder structure, and a file-naming protocol. This makes it easier to identify the files or types of files you wish to examine. Students are expected to follow the file-naming protocol. There should be an organizational separation between a student's non-school and school data.

FirstNameLastInitial-Subject-FileName (e.g., SuzieQ-Math-Pollution_Assignment.docx)

Backup

Students are responsible for their own backup. Your laptop is going to be utilized for a great deal of your school work. It will contain important files and data that will be necessary for your academic success. Keeping these files safe and accessible is your responsibility as is the functionality of the laptop itself. "My laptop crashed" cannot be an excuse for the postponement of schoolwork, because one of the advantages of digital learning is that backups are easy and cost effective. Additionally, there may be times when your computer needs to be re-imaged, and if you wish to retain certain files not included in the image, then backup is essential. When you backup your files, you are storing your files separately from your computer, ensuring their longevity.

There are a number of ways that files can be backed up on Macs:

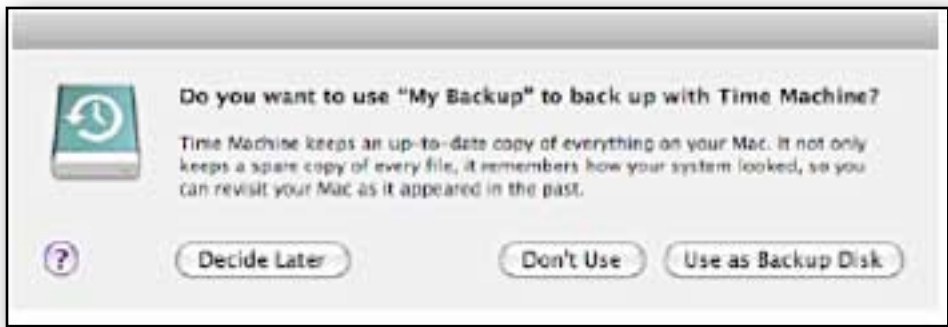
1. Copying school-appropriate files onto their personal network location (cloud based) or portable device;
2. Using a portable hard drive with Apple Time machine.

Apple Time Machine

Apple Time Machine is a tool that allows you to save all the settings, files, data, and information on your computer at a point in time and, in the case of a system crash, can instantly restore them. This method requires an external hard drive or an alternate hard drive – such as a desktop HDD – to which the Time Machine can copy your files. A portable external hard drive has a great advantage over a desktop hard drive – namely, the portability. Being able to transport your data freely to and from school allows you to minimize the load on your local Mac memory. Having a portable hard drive gives you great freedom in choosing which files you wish to keep locally, and those that are momentarily unnecessary can be stored externally and carried with you. However, the stability of a desktop hard drive is unrivaled, for the portable hard drive has the inherent risk of physical damage. Nevertheless, both options allow you to store your data in a secondary source in order to ensure the longevity of the files should anything occur to your local Mac. We recommend a portable Mac-ready hard drive that can carry up to 500 GB of data.

Setting up Time Machine is very easy. If you haven't chosen a backup hard disk yet, the first time you plug in your portable hard drive to your Mac via USB, you will receive a pop-up from Time Machine asking you whether you would like to use this as a backup drive.

All you need to do to back up your files then is simply click “Use as a Backup Disk” and then Time Machine will automatically back up your Mac’s settings, files, data, and personal information. You can set your preferences to have the Time Machine back up hourly, daily, monthly, etc.



Alternatively: Access this Time Machine screen from the System Preferences panel. (Right)



Once the portable hard drive is inserted via USB or Firewire, select “Choose Backup Disk” and then choose the portable hard drive. (Below)



Now, you have the Time Machine set up. If you wish to exclude folders and files from being backed up, select “Options” and then click the plus icon to reach the following screen. (Right)

From here, you can select folders and files you wish to exclude from being backed up. You may choose to exclude from constantly backing up certain folders or files that are rather large (over 1GB). Time Machine backs up any folders or files that have changes made to them, no matter how small the changes may be, and saves them on your external hard drive. In order to conserve space on your hard drive, you may choose to exclude large files and folders from being backed up repeatedly. Be careful about exclusions, as anything you exclude will NOT be backed up.

Apple Time Capsule

Apple Time Capsule is an automatic wireless backup for your Mac. It is available in 1TB and 2TB models. This piece of hardware is extremely convenient and allows for automatic storage and access of all your files. To set up a Time Capsule, you need to access the “System Preferences” panel and then select the “Time Machine” window. If there is already a backup drive selected, then choose the “Change Disk” option; if this is the first use of Time Machine, then select the “Choose Backup Disk” option on the Time Machine preferences panel. In either case, the next step is selecting the “Set up Time Capsule” option. Refer to the documentation that came with your Time Capsule to configure it. From this point, all you need to do is select the backup option. Apple Time Capsule does not offer any flexibility over a portable or desktop hard drive but it is easier to use once initially setup, since it is wireless. Although the initial cost is greater, it can be used to back up more than one computer (budget one computer per 500GB) and also acts as a wireless router.

Select “Choose Backup Disk”.



Select “Set Up Time Capsule”.



Time Machine will find the Time Capsule via the wireless network.



If you have a backup device installed and wish to change the disk, select "Change Disk".



Choose "Set Up Time Capsule" or change the disk you wish to back up your files to from this screen and then follow the earlier instructions.

File by file onto thumb drive

Another option that is available is backup to a "thumb" drive – a small storage space that generally connects via a USB port. Whenever an external storage space is inserted via USB to your Mac, an icon indicating the newly inserted device will appear on your desktop and in your finder sidebar under "Devices". For thumb drives, by selecting the drive icon, a folder should appear; you can simply drag and drop files from your local machine onto this external folder. When finished, to safely remove the storage device, you need only press the eject button next to the storage device in the finder window under the "Devices" tab.

A backup is essential for the constant accessibility of your academic work and should be done at least once a month.

Laptop Security

Keep Your Laptop Safe

Keeping your laptop safe and secure is important not only for your education but also for LHSI as a whole.

Ensuring the operational efficiency of your laptop requires you to safeguard your laptop from any potential cyber threats. An unsecured computer on the LHSI network is a danger to the entire network, not to mention that the individual unit is prone to malfunction. The functionality of your computer is your responsibility and as such you must take precautions against any possible cyber attacks and intrusion.

You are also responsible for protecting the computer from physical threats. Never leave your computer unattended or take your computer into environments that may prove harmful.

Passwords

You should select secure passwords for your accounts.

A strong password is generally 8-10 characters long and includes at least one capital letter and number among lowercase letters. A strong password is important because any individual password that may be compromised can endanger the entire LHSI network.

Additionally, it is generally a good cyber-safety practice to change your password once every 6 months or so, as older passwords – those that have been used more often – are generally easier to discover than those that have been newly changed.

How to change your password:

Access the “Accounts” window from the “System Preferences” application found in the “Applications” folder in the finder sidebar. Depending on which account password you wish to change, you need to select the account name. Click on the “Change Password” button and you will get to the screen pictured above. You need only enter the old password once, and the new password twice.



Physical Security

To keep your laptop in the best working condition, you need to ensure that it is physically undisturbed. Even small dents in the casing can render certain essential components of your computer unusable (i.e., thunderbolt port, USB, ethernet ports). So you should make sure that your MacAir is stored in a proper place (i.e., in a locked locker, or with you), is transported in a proper case, and kept away from technologically harmful materials (i.e., magnets, liquids, etc...). In the “Care and Feeding” Section, there are many useful tips on how to best take care of your computer.

Appropriate Storage (Bag)

Keeping your laptop in a carrying case will protect it against most minor bumps and jolts; however, it is important to ensure that when your laptop is in your backpack or bag, there is no adverse pressure applied to it. Computer do not function well after having been bumped around a great deal and screens will break if enough pressure is applied to them.

You should also try to ensure that there are a minimal number of other objects in your bag alongside your laptop. Small, loose objects (such as paper clips or coins) could accidentally get stuck in openings in your laptop, if carried alongside it inside the backpack. Magnetic objects will harm the functionality of your computer and should be kept at a distance.

There are many backpack-type bags that can safely carry a laptop as well as several other books and other items.

The separate pocket ensures that adverse pressure is not directly applied to the laptop and that the padded surroundings protect it from minor bumps. Such a bag is available at most retail outlets.

If you are carrying your laptop in a bag that does not have a separate laptop compartment, LHSI requires that your laptop be stored in a laptop sleeve while in the backpack.

Caring for your Laptop

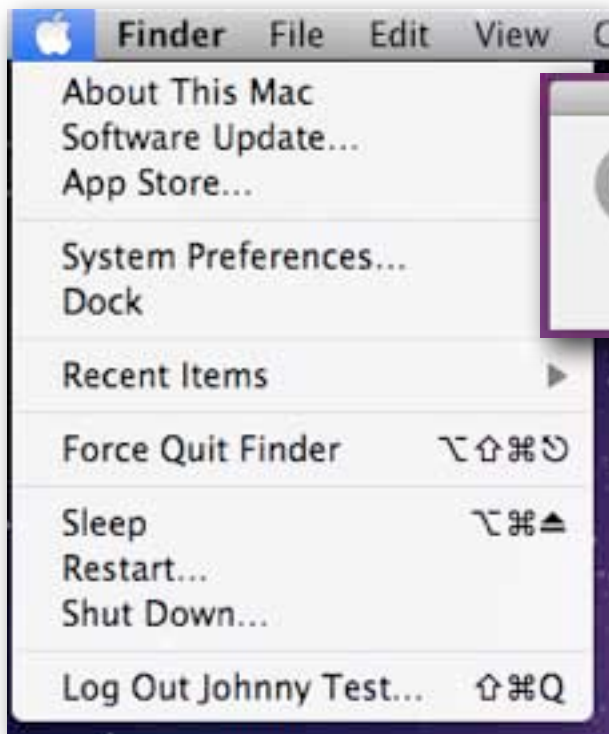
Your laptop will serve you well as a learning device for four years if you treat it well.

You are expected to have your laptop in a full-functioning order for every class every day you come into LHSI.

Constant use obviously takes a large toll on the machine, and in four years, a great deal can happen to your computer internally – aside from any extraneous physical damage, downloaded shareware, or other non-academically related problems.

For this reason, it is vital that you take the utmost care in keeping your computer functioning. There are several ways to maximize the usefulness of your computer.

First and foremost is shutting your computer down at regular intervals. Since Macs have no central registry, this need does not occur as often as with Windows PCs.



Shut down your computer at least once per month.

Second is ensuring that the airflow vents for your MacAir are unobstructed. ***Do not place your laptop on a pillow or other soft materials when it is on***, as the malleable material can block the airflow vents and cause the computer to overheat. The bottom case of a Mac can become warm during prolonged use and so should not be kept on one's lap for extended periods of time.

Rather, placing the MacAir on a flat, stable surface allows the bottom case to function as a cooling surface that transfers heat from the inside of the computer to the cooler outside air.

No Food or Drinks

Don't eat or drink while using the computer as crumbs that may fall into the keyboard can remain there and eventually cause the disabling of certain keys.

Don't insert inappropriate objects into any openings in your Mac – common sense is the biggest guide here, as metallic or magnetic objects can easily damage components.

Attempt to keep your laptop away from excessive heat or cold or even high levels of humidity, as too much dampness can damage your computer.



Keep food and liquids away from your laptop

How to Carry Your Mac

Carry the Mac Closed and by your side or with peripherals attached when not in the carrying case. Do not carry the Mac with the lid open.



Don't use your computer as a folder to store papers, pencils, or any other small objects; doing so can cause the computer to switch on and off, causing excessive heat and using excessive power, while also potentially damaging the trackpad and keyboard.



Keep your laptop in a carrying case when you aren't using it and remember where the carrying case is placed. If it is in your backpack, don't use the backpack as a backrest, try to keep heavy books away from it, and don't try to squeeze it into small spaces – such as an overcrowded locker.

The main reason for these precautions is that hard drives can get easily damaged if they are bounced around too much and screens will break if too much pressure is applied to them.



Always carry your computer in the carrying case

Cleaning Your Mac

You do not need to clean your computer if it is properly taken care of. But, if the need arises, remember to shut down the computer and unplug the power adapter before doing so.

Second, use a damp, soft cloth to clean the computer's exterior; however, ensure that you do not apply any liquid directly to the exterior or the screen itself.

You may use either glass cleaners that contain no alcohol or ammonia, or specially designed cleaning sprays for computer screens found at most office supply stores.

Finally: Be patient when shutting down. The computer may take a few seconds to "think"; in that time, pounding on the keys or repeatedly entering the same operation is only going to slow the process and damage the long-term functionality of the computer.

Be patient with your laptop; it is a tool that can offer you great access to a variety of information, but it will only cooperate if you treat it well.

Battery and Power

You should come to school with a fully charged battery. Let it discharge while at school, and then before going to bed that night, plug in your computer so that it charges fully through the night and is ready for the next day.

The standard lithium-based battery needs its electrons to move around once in a while; if the computer is constantly plugged into the charger, the electrons in the battery are not active and so the total capacity of your battery can decrease. It is good practice to let the computer run on batteries once it is fully charged.

The MagSafe power adapter contains a magnet and so you should be careful about leaving the adapter around things like credit cards, ID cards, etc...because the magnet could erase their data.

The power adapter takes about 4 hours to charge your battery from 0% to 100%. As mentioned above, leaving your computer charging all the time is not recommended as it reduces your total battery life. Furthermore, the power adapter itself is vulnerable to wear and tear. When packing up your chargers, make sure that the wires are somewhat slack and not too tight because eventually too much pressure could render the adapter unusable.

The temperature range Apple recommends is 45°F to 95°F (10°C to 35°C). Keeping your battery within these bounds ensures its longevity, so do not store your computer in a hot room for the summer. Of course the battery can withstand temperatures above 95°F and below 45°F momentarily, but prolonged exposure to those conditions can cause great wear internally and to the battery.

Ways to Maximize Battery Life

If you're going to be away from your computer for more than 5-10 minutes, consider putting the MacAir to sleep. You can do this either by closing the screen or going to the Apple menu (🍏) and choosing "Sleep" from the pull-down menu. A sleeping computer uses much less battery than while awake, and when the computer is woken (by either

opening the lid or pressing the power button), it skips the tedious boot-up process a shutdown computer must complete.

Just as you would turn off the light in an unused room, turning off unused applications on your computer reduces the toll on the battery.



If there is not a wireless network available, or if you are using an ethernet connection, you can turn off the AirPort and save some battery life. Similarly, if you do not

use bluetooth devices, turning off the “Discoverable” capability allows your computer to conserve some energy.

Dimming the brightness of the screen, apart from preventing eye strain, reduces battery consumption.

If there are unused peripherals attached to your computer – such as an optical drive, or a portable hard drive – ejecting them will conserve battery power.

The “Energy Saver” window (found in the system preferences panel) offers additional ways to customize your battery performance.



LHSI Electronic Community

Internet Access at School

Access to the Internet is available through the laptops at any time of the day, via the wireless network. The network is password protected so that access is limited to school-provided Mac laptops. The password is preset; if a student loses access, the wireless antenna should be turned off and on again. All access to the Internet is passed through a proxy, which can be used to track access to websites from an individual computer if the need arises. The proxy server has a content-filtering function which blocks access to some objectionable content, as well as high-bandwidth websites. This system is not perfect for everyone, but it best serves the community as a whole.

Internet access at home

Students are allowed to access the Internet away from school using broadband (e.g. AT&T Yahoo DSL or Charter/Comcast cable), or other wireless connection.

Personal Devices in School

In addition to their Mac laptop, some students may choose to bring additional devices such as cell phones, iPads, other computers, etc. While such use is not discouraged,

LHSI does not provide technology support for these devices and will not maintain, troubleshoot, or install software on them. LHSI will not install the WIFI password in these devices. Additionally, all Student Use Expectations apply to the use of these devices.

Likewise, as LHSI provides network access in a controlled educational environment, students are prohibited from making attempts to bypass our network access with 3G/4G technology or other methods while on campus.

Printing at LHSI

Students are allowed to print to any of the designated printers in the school. These printers are already added and available from any print dialogue. Conservation of these resources are expected, including the printing of necessary class materials only.

Printing at home

Students are allowed to print to a home printer. For most USB printers, printer software already exists on the laptop and only requires setting up the printer. If additional drivers are required, they may be installed as needed.

Switchers' Guide

Mac Essentials

There are five basic elements of the common user experience to your Mac. The Desktop, Dock, Finder, Menu Bar, and Spotlight, each is described in the following.

- **Desktop**



The desktop is a place where you can store files and folders. At the top of the desktop is the menu bar, and at the bottom is the Dock.

- **The Finder**



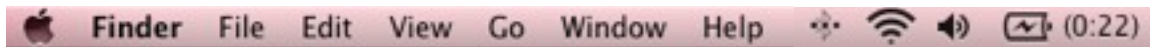
The Finder shows you your files in windows, and can be used to find anything on your Mac. Each Finder window has a sidebar to help you navigate. You can choose to view windows as icons, lists, or columns. To get a closer look, use Quick Look. You can rename, create, and organize folders.

- **The Dock**



At the bottom of your desktop is the Dock. You'll find icons on the Dock for the Finder, Launchpad, Mission Control, Mac App Store (see below), Mail, Safari, FaceTime, Address Book, iCal, iTunes, Photo Booth, iPhoto for importing and managing your photos, and System Preferences to tweak your system. To the right of the line on the Dock you'll find Stacks. Your Mac comes with built-in stacks such as Documents and Downloads. Click a stack to see what's in it, then click any file in the stack to open it. The right-most item on the Dock is the Trash, which you can use to delete files and eject mounted volumes.

- **The menu bar**



Along the top of the screen is the menu bar. Its choices change based on which application you're using, or if you're in the Finder. Use status menus on the right end of the menu bar for things like sound, data and time, Wi-Fi connection, and your online chat status.

- **Spotlight**



Open Spotlight from the menu bar. Use Spotlight to search for files such as documents, emails, dates in iCal, and webpages that you've visited. Spotlight also does math equations!

Pointing, Clicking, and Getting Around

When you move your mouse or finger on a trackpad, you control a pointer (also known as a cursor) that moves across your screen. The pointer allows you to select and interact with the various items on your screen, including selecting files, clicking buttons, dragging sliders, and so on. Sometimes the pointer may look like a hand, a crosshair, an I-beam, or another icon, depending on what you're doing and the application you're using.

For example, if you're using Safari to view this webpage and move the pointer across it, notice that it turns into an I-beam when you move it over text or a text field. When you see this, you can usually interact with the text or field below it. When you move the pointer over a button or link, the pointer turns into a hand, letting you know that you can click on the item.



Depending on what you're doing and what application you're using, your pointer (far left) may change appearances

Clicking your mouse button or trackpad button once allows you to select the item that your pointer is on. In other words, if your pointer is on a file's icon, clicking once will select it. If the pointer is on a button or link, clicking once will activate it. If your pointer is on a text field, clicking once highlights the field and allows you to start typing text in it. If you want to open a file, folder, or application, click your mouse button or trackpad twice. This is known as double-clicking. In general, you'll need to double-click items if you want to open them from a Finder window or the desktop. The exception to this is opening stuff from the Dock—just click once on an icon in the Dock to open it.

Window Close, Minimize and Zoom



Every application and document window has three colored buttons (Red, Yellow and Green) in the upper left corner:

- Red button closes the window.
- Yellow button minimizes the window into the Dock. Click the window icon in the Dock to restore it.
- Green button will zoom the window to show its content. Click again to return the window size.



When the cursor hovers over the buttons, these symbols appear:

Mac App Store

Your Mac comes with many applications already installed. You can find much more software for your Mac online with the Mac App Store. Simply click its icon in the Dock to visit the App Store. After purchasing and downloading, applications are automatically installed in your Applications folder, and added to the Launchpad. To get updates for Mac App Store applications, simply open App Store and click the Updates tab.



Moving from Windows to Finder

This shows you how get around the Mac's interface, tells you where things are located, and how things are done.

Although it may feel like you're entering a brand new world with your Mac, you'll be happy to know that Finder has some familiar similarities to Windows Explorer. For example, you still have a desktop and windows, you still access many functions from menus, you can still use keyboard shortcuts to accomplish tasks quickly, and more.

In Windows you used Windows Explorer to manage your files. In Mac OS X, you use the Finder to manage your files. You can search for files, copy files, move files, or delete files. You can also see file server connections, inserted DVDs, and USB thumb drives.

Mac Desktop & Finder vs. Windows Equivalent


Here is a sample Mac desktop and Finder window (in Cover Flow view mode), labeled so we can compare it to Windows. Some of the following Mac OS X features may not be available in Windows












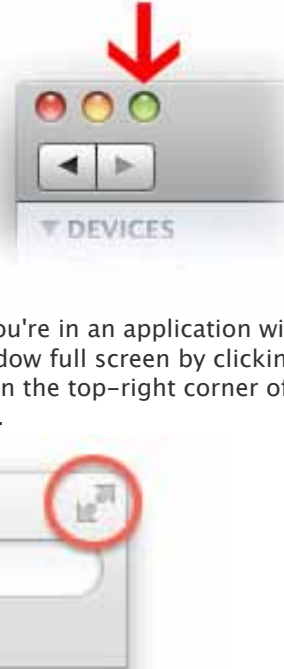
1. Apple (🍏) menu – Similar to the Start menu in Windows; used to access functions such as Software Update (equivalent to Windows Update), System Preferences (equivalent to Control Panel), Sleep, Log Out, and Shut Down.
2. Menu bar – This is always at the top of your screen. It contains the Apple menu, active application menu, menu bar extras and the Spotlight icon. The Finder menu has items such as Finder Preferences, Services, and Secure Empty Trash.
3. Finder window close, minimize and zoom buttons—just like in Windows but on the left. **Note:** Closing all application windows in Mac OS X does not always quit the application as it does in Windows. In Mac OS X every application menu has a Quit option that can also be invoked by using the Command-Q key combination.
4. Finder window View buttons Equivalent to the options contained in the View menu of Windows Explorer.
 - Icon view – Similar to Windows Icons view mode, used to display the contents of your folder as a series of icons. Also you can "hover" over icons for multipage documents or QuickTime movies to get a thumb nail preview of its content.
 - List view – Similar to Windows Details view mode, used to display your folder in a spreadsheet-style manner. Each folder can be expanded by clicking on the disclosure triangle just to the left of the folder. You can easily sort by file name, date modified, and so forth. Choose Show View Options from the View menu to add / remove attribute columns. You can change the sorting from ascending order to descending order and back again by clicking on the attribute column title.
 - Column view – Used to display the hierarchy of your hard disk where each column represents a folder.
 - Cover Flow view – Used to display the contents of your folder just like the Cover Flow used in iTunes. You can see live previews of images, documents, and movies, and can thumb through documents and movies.
5. Action Menu – Similar to right clicking an item in Windows Explorer, it will give you quick access to Finder functions for highlighted items, such as Get Info, Quick Look, Move to Trash, and Services.
6. Item Arrangement – Similar to Group By, Stack By in Windows Explorer, it will group the items in a folder by a certain criteria, such as Name, Kind, Application, Date Last Opened, Date Added, and more.
7. Search Field – Similar to Windows Search, start typing a word or phrase and Spotlight will search your Mac for any matches.
8. Spotlight icon – Similar to Windows Search, click it to bring up the Spotlight search field, where you can search for anything on your Mac.
9. Back / Forward buttons – Just like in Windows Explorer, as you move to different places in the Finder window, you can use the back button to return one step back and the forward button to go forward.
10. Sidebar – Similar to the Task Pane in Windows Explorer, items are grouped into categories: Favorites, Shared, and Devices. The Favorites section contains quick access to your desktop, Applications, downloads, and Documents. The Shared and Devices sections display whatever is connected to your Mac, such as a hard disk, iDisk, network share points, an SD memory card, or DVDs.
11. Cover Flow content – Shows you a live preview of your files, where you can page through a document or watch a QuickTime movie.
12. The Finder application icon – Similar to Windows Explorer, click it to bring the Finder to the foreground or open a Finder window if none are already opened.
13. The Dock – Similar to the Windows Taskbar, it has quick access to the Finder and your most frequently used applications, folders, and files. With a single click the application, folder, or file opens.
14. Trash – Similar to the Recycle Bin, deleted items are kept here until you empty the Trash. You can also eject DVD's, SD memory cards, or external drives connected to your Mac by dragging them to the trash (discs will physically eject when you do this, other devices can be disconnected after doing this).


On Windows, I used to...

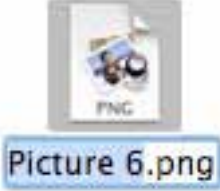
You're probably used to doing certain tasks on your Windows computer in particular ways. This section shows you how to accomplish the same tasks on a Mac.


In Windows, I used to...	On a Mac, I can...
<p>Right-click my mouse to access commands or perform actions in a shortcut menu.</p>	<p>If you're using an Apple one-button mouse, Control-click items (press and hold the Control key while you click) to access commands or perform actions in a shortcut menu. Or you can opt to use a multibutton mouse, and right-click as usual.</p> <p>To enable the secondary button on a mouse: From the Apple () menu or the Dock, choose System Preferences. Select Mouse and choose the Secondary Button from one of the Primary Button pop-up menus.</p> <p>If you're using a MacBook or MacBook Pro computer's trackpad: From the Apple () menu or the Dock, choose System Preferences. Select Trackpad and select the checkbox "Place two fingers on trackpad and click button for secondary click." Now you can hold two fingers on the trackpad and click to use the shortcut menu. If you selected the Clicking option, then right-click is enabled simply by tapping two fingers simultaneously onto the trackpad.</p>
<p>Press the Backspace key to delete or the Delete key to forward delete</p>	<p>Press Delete key to backwards delete. For Mac portables, press the Function (fn) and Delete key to forward delete.</p>
<p>Use My Computer to see and access everything on my computer.</p>	<p>Open a Finder window, choose Computer from the Go menu. From here you can view and access all the files on your Mac.</p> <p>You can also use Spotlight to quickly and accurately locate anything on your computer.</p> 
<p>Use the Start menu and the taskbar to access programs, folders, and files.</p>	<p>Use the Dock and Launchpad (in OS X Lion) to access applications or your favorite items.</p> <p>To add aliases to your favorite items, drag and drop them to the right side of the Dock. To add your favorite applications, drag and drop them to the left side of the Dock. You can drag the icons off the Dock at any time to delete the aliases.</p>

In Windows, I used to...	On a Mac, I can...
<p>Use Windows Explorer to find programs, files, and folders on my computer.</p>	<p>Use the Finder to find applications, files, or folders on your computer.</p>  <p>To open a new Finder window, click the Finder icon on the Dock.</p>
<p>Use My Computer to access content from various drives, such as a hard drive or a optical disc.</p>	<p>See and access content on any mounted disk, mounted volume (external hard drives and flash drives), or discs (CD or DVD) by double-clicking the appropriate icon that appears in the devices list in Finder when the device or media is connected or inserted. If certain kinds of discs don't appear on the desktop as expected, choose Finder > Preferences, click the Sidebar button, and check which items should appear (under DEVICES).</p>
<p>Use these keys as shortcuts:</p> <ul style="list-style-type: none"> ▪ Shift key ▪ Control key ▪ Alt key ▪ Windows key ▪ Backspace key 	<p>Use these keys as alternatives:</p> <ul style="list-style-type: none"> ▪  Shift key ▪  Control key ▪  Option key ▪  Command key ▪  Delete key
<p>Press Ctrl+Alt+Delete to terminate unresponsive programs.</p>	<p>Press Command-Option-Escape (Esc) to force quit unresponsive applications. Once you press these keys, select any application from the Force Quit window and click Force Quit.</p> <p>You can also Force Quit by Control-clicking the item on the Dock and select Force Quit.</p>
<p>Click the close button (the round, red one in the upper-left corner) to close windows.</p>	<p>Click the close box to close windows.</p> 


In Windows, I used to...	On a Mac, I can...
<p>Click the close box to exit programs.</p>	<p>From the application menu, choose Quit Application name, or press Command-Q, to quit an application.</p> 
<p>Click the minimize box to minimize windows to the taskbar.</p>	<p>Click the minimize button (the round, yellow one in the upper-left corner) to minimize windows to the Dock. You can also use Command-M as a shortcut.</p> 
<p>Click the maximize box to maximize my window.</p>	<p>Click the zoom button (the round, green one in the upper-left corner) to expand your window.</p> <p>When you're in an application window, you can make the window full screen by clicking the full screen button in the top-right corner of the application window.</p> 

In Windows, I used to...	On a Mac, I can...
<p>Press a button to eject discs or disks.</p>	<p>Drag the disc, disk, or volume icon to the Trash (it turns into an Eject icon) to eject or unmount items.</p> <p>Or, in the Finder window click the Eject icon next to the volume to unmount it.</p>  <p>You can also press the Eject key on your keyboard (in the upper-right corner) to eject a CD or DVD.</p>
<p>Press the Control (Ctrl) key for keyboard shortcuts (such as Ctrl+C to copy).</p>	<p>Press the Command key for keyboard shortcuts (such as Command-C to copy).</p>
<p>Press the Alt key as a modifier, or to type special characters.</p>	<p>Press the Option key as a modifier, or to type special characters (such as é).</p>
<p>Perform various functions from window menus.</p>	<p>Perform various functions from menus in the menu bar at the top of your screen. The contents of the menu bar changes, according to the current active application.</p>
<p>Access Properties to set application, folder, or file options.</p>	<p>Use the Info window to set application, folder, or file options. To open an Info window, select an item and choose Get Info from the File menu (or press Command-I).</p>
<p>Move unwanted files and folders to the Recycle Bin.</p>	<p>Drag unwanted files and folders to the Trash in the Dock. To empty the Trash, choose Empty Trash from the Finder menu (or press Shift-Command-Delete in the Finder).</p> <p>You can also click on the file that you would like to delete and use Command-Delete as a shortcut.</p>

In Windows, I used to...	On a Mac, I can...
<p>Rename documents by clicking Rename this file in the File Tasks menu.</p>	<p>Select any file, folder, or application and press the Enter key to display the name in a text box. Rename the item as anything you like by typing over the text.</p> 
<p>Use the Performance control panel to check system performance.</p>	<p>Use Activity Monitor to check system performance. To open Activity Monitor in OS X Lion, click the Launchpad icon in the Dock, and click Utilities. Then click Activity Monitor.</p>
<p>Make shortcuts to an item by dragging and pressing Alt or make a copy by dragging and pressing Ctrl.</p>	<p>To make an alias to an item, click it once and from the File menu choose Make Alias (or press Command-L). Or, drag the item and press the Command key and the Option key, a black arrow will appear, drop the item to make an alias.</p> <p>To make a copy of an item, select it and from the File menu choose Duplicate (or press Command-D). Or, drag the item and press the Option key, a green Add circle will appear, drop the item to make a copy.</p>
<p>Store and access files in My Documents and My Pictures folders.</p>	<p>Store files and content in your Documents and Pictures folders.</p> <p>To access your Documents and Pictures folders, open Finder and select Documents or Pictures from the favorites list of the Finder sidebar. In Finder under the favorites list, you also have folders to store your music and movies.</p>
<p>Use Microsoft Photo Editor (or My Pictures) to view and edit pictures, Windows MovieMaker to edit my home movies, and Windows Media Player to listen to tunes.</p>	<p>Use iPhoto to view and edit pictures, iMovie to edit your home movies, and iTunes or QuickTime Player to listen to tunes.</p> <p>iTunes also allows you to burn music discs, buy music and movies from the iTunes Store, and more.</p> <p>Your Mac may also come with GarageBand to compose your own music and iDVD to make your own DVDs (if your Mac has a DVD burner).</p>







In Windows, I used to...	On a Mac, I can...
Use ScreenTaker to take pictures of my screen.	Use Grab or Preview to take pictures of your screen. To take a screen shot, press Command-Shift-3.
Use the Control Panel to customize various settings.	<p>Use System Preferences to customize various settings.</p>  <p>System Preferences</p> <p>To open it, click the Launchpad icon in the Dock (in OS X Lion), then click System Preferences. Or click System Preferences from the Dock. Then click an item that you'd like to configure.</p>
Use Network Connections to configure network settings.	<p>Use Network preferences to configure (and troubleshoot) network settings.</p> <p>To open Network preferences, click the Launchpad icon in the Dock, and click System Preferences. Then click Network.</p>
Use Printers & Faxes to set up my printer and fax tasks.	<p>Use Print & Scan preferences to set up your printer and fax tasks.</p> <p>To open Print & Scan preferences, click the Launchpad icon in the Dock, and click System Preferences. Then click Print & Scan.</p>
Use Device Manager to get information about my computer.	Use System Information to get hardware and software information about your computer. From the Apple () menu, choose About This Mac, then click More Info.

Mac Keyboard Shortcuts

To use a keyboard shortcut, or key combination, you press a modifier key with a character key. For example, pressing the Command key (the key with a  symbol) and the "c" key at the same time copies whatever is currently selected (text, graphics, and so forth) into the Clipboard. This is also known as the Command-C key combination (or keyboard shortcut).

A modifier key is a part of many key combinations. A modifier key alters the way other keystrokes or mouse clicks are interpreted by Mac OS X. Modifier keys include: Command, Control, Option, Shift, Caps Lock, and the fn key (if your keyboard has a fn key).

Here are the modifier key symbols you can see in Mac OS X menus:

	Shift key	
	Control key	
	Option key	"Alt" may also appear on this key
	Command key	On some Apple keyboards, this key also has an Apple logo ()
	Delete key	Delete text or object
	(Caps Lock)	Toggles Caps Lock on or off
	fn (Function key)	

Finder keyboard shortcuts

Key combination	What it does
Command-A	Select all items in the front Finder window
Option-Command-A	Deselect all items
Shift-Command-A	Open the Applications folder
Command-C	Copy selected item/text to the Clipboard
Shift-Command-C	Open the Computer window
Command-D	Duplicate selected item
Shift-Command-D	Open desktop folder
Command-E	Eject
Command-F	Find any matching Spotlight attribute
Shift-Command-F	Find Spotlight file name matches
Option-Command-F	Navigate to the search field in an already-open Spotlight window
Shift-Command-G	Go to Folder
Shift-Command-H	Open the Home folder of the currently logged-in user account
Command-I	Get Info
Option-Command-I	Show Inspector
Control-Command-I	Get Summary Info
Shift-Command-I	Open iDisk
Command-J	Show View Options
Command-K	Connect to Server
Shift-Command-K	Open Network window
Command-L	Make alias of the selected item
Command-M	Minimize window
Option-Command-M	Minimize all windows
Command-N	New Finder window

Shift-Command-N		New folder
Option-Command-N		New Smart Folder
Command-O		Open selected item
Shift-Command-Q		Log Out
Command-R		Show original (of alias)
Command-T		Add to Sidebar
Shift-Command-T		Add to Favorites
Option-Command-T		Hide Toolbar / Show Toolbar in Finder windows
Shift-Command-U		Open Utilities folder
Command-V		Paste
Command-W		Close window
Option-Command-W		Close all windows
Command-X	Cut	
Command-Z		Undo / Redo
Command-1		View as Icon
Command-2		View as List
Command-3		View as Columns
Command-4		View as Cover Flow (Mac OS X 10.5 or later)
Command-Shift-?		Open Mac Help



Lutheran High School of Indianapolis

Technology Code of Conduct Agreement 2013-2014

Students will not have access to technological services until this form has been agreed upon.

Our Approach to Technologies and the Internet

Indianapolis Lutheran High School offers and allows students, staff and faculty a range of telecommunication technologies designed to support excellence in teaching and learning. We feel the integration of technologies provide our community with access to unique resources and opportunities for collaborative work. The use of these technologies is a privilege that must be used in an effective and ethical manner. Therefore, the use of the Internet and all technological devices at Indianapolis Lutheran High School:

- Shall be in support of education and research.
- Shall be consistent with other school policies.
- Shall stipulate the use of in a responsible, efficient, ethical and legal manner.

The school reserves the right to limit or suspend the possession of technological devices, access, and privileges to any user who is not using these technological resources in a responsible and ethical manner.

Acceptable Uses and Ethical Behavior

In using technology, students, staff and faculty are expected to adhere to the same standards of ethical behavior that govern other aspects of our school community:

- Exercise appropriate discernment in visiting Internet websites. Do not visit sites that contain objectionable material. Ask a teacher or a parent if you are unsure if the site is appropriate.
- Be polite; use appropriate language in communications, and avoid material that might offend others.
- To protect your privacy and safety, do not give out your personal information.

Unacceptable Uses and Unethical Behavior

Any unacceptable or illegal use of technology could cause embarrassment to the user and to the school. It could even threaten freedom of access to information within our school community. Misuse includes sending or seeking to receive messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, or information that could violate another person's privacy. Other unacceptable uses include:

- Accessing websites that contain explicit materials or offensive language – it is the user's responsibility not to initiate access to such material. If there is a question about the acceptability of material in a website, it is probably not appropriate.
- Deleting or changing any application or file belonging to the network or another person: This includes deliberately attempting to bypass security software or obtaining or sharing passwords belonging to others. The security programs at our school are only one way of protecting our computers; our most important safeguard is relying on one another's honesty and integrity.
- Trying to access other individual's or other institution's files, email, or digital material.
- Modifying or copying any files/data of other users without their specific consent.
- Forwarding another user's communication without the author's prior consent.
- Use of chain letters or any other illegal activity that would violate standard mail practices
- Copying commercial software or personal intellectual property in violation of copyright laws
- Destroying, modifying or abusing any and all hardware or software in any way.
- Using the LHSI's technological devices or networks for commercial purposes: Students should not use the school technology for purchasing products or services, unless they have written consent from the Head of the School. The school will not be responsible for financial obligations arising from unauthorized purchases.
- Sending out unauthorized global e-mail will result in a school disciplinary action.
- Downloading games or programs, or playing games on the Internet.
- Cyber Bullying: Harassing another student via e-mail or any other technological vehicle.

Expectations and Consequences

Since network administrators must maintain system integrity and ensure responsible use, users should not expect files stored or passed through the school's hardware or networks to be private.

- All students are expected to maintain their own files by copying or saving files to any various personal storage devices and or save files to a cloud storage account.
- Students are not to attempt to access faculty and staff hardware, software, file storage, or content.
- Students are expected to ensure network security by never leaving their computer device unattended while logged into any LHSI network system.
- Keep all passwords private. Do not share your passwords with anyone.
- To preserve paper, it is expected that students will print only when directed to do so by faculty and staff.

Consequences for technology-related offenses will be addressed in ways that include but are not limited to:

- Written warning
- Conference with parents
- Suspension of technology privileges
- Referral to the Dean for possible disciplinary action
- Suspension from school
- Legal action

Students, parents and faculty should also be aware of the dangers involved with chat services and various social media. There is no control over individuals communicating within these, and adult language and other inappropriate situations and content may be present.

Please remember that the use of the Internet and all technological devices on LHSI premises is a privilege, not a right. Parents and students are to sign and return the appropriate agreement to the LHSI Office. Students will not be granted technology use privileges until this form has been agreed upon. Persons having access to technologies at LHSI must have the Technology Code of Conduct Agreement on file.