Saint Leonard School
1:1 Tablet PC Program – Vision Statement

Saint Leonard is committed to ensuring that technology is integrated into the teaching and learning process. For technology to make a difference, all learners and faculty must:

- ➢ Have ready access to computer hardware and software
- ➢ Be supported in becoming knowledgeable and comfortable in using computers and associate information systems.
- ➢ Use computers and associated information systems for learning.
- ➢ Participate in professional development that will ensure every member has a working knowledge and incorporates technology to support curriculum.

Saint Leonard School
1:1 Tablet PC Program - FAQ's

The 1:1 Tablet PC Program (one device per student) supports the Saint Leonard School course of studies and affords students equitable access to hardware, software, and network resources. Tablet PCs are technology tools for learning and developing communication, collaboration and problem solving skills necessary for participation and leadership in a global community. Intentional and meaningful technology use in the course of studies and student activities engages students in digital citizenship.

Students are assigned a Tablet PC that provides wireless access to the internet and campus network resources along with software, ongoing training, support and maintenance. The tablet assigned to each student is the property of Saint Leonard School and is for the student's use during the school year. Middle School students are able to use device 24/7 and are expected to bring it to school each day (fully charged) for class use and homework.

Initially, students will only use the device during the school day. Home use will be determined at a later date. Each student is personally responsible for the care and use of each device issued to them. The device MUST be returned by summer vacation for upgrades and maintenance.

Below you will find a series of questions that families might have regarding Saint Leonard's 1:1 Program:

Q: **Can students use a device already owned?**

A: No. The Tablet PC/Laptop Computer Program affords Middle School students equitable access to hardware, software and network resources that will support their course of studies. Standardization of hardware and software allows for the most efficient and effective technical support. When users on a network use their own hardware and software, the network becomes open to many performance and security problems. Saint Leonard would like to provide optimum network performance and security for all users in the community; therefore, all devices are owned and assigned by Saint Leonard.

Q: **Who owns the devices?**

A: Saint Leonard owns the devices, but after meeting all graduation requirements at the end of the eighth grade and fulfilling the requirements of the leasing agreement, students and their families will then own the device. Before taking permanent possession of the devices, students must return their devices during the last week of the school year to the Technology Department for reimaging the device. The re-imaging will remove any licensed software owned by Saint Leonard School because licensed software may not be sold or transferred. The student purchases the device with Windows 8 operating system software and all software that came installed at purchase. DyKnow and other specialized software are not included due to licensing agreements.

Q: **What does the Saint Leonard leasing fee include?**

A: The new 1:1 program leasing fee includes (for the entire school year, 24 hours a day), standard software image including the following: Windows 8 operating system, GoogleApps, Dyknow Client, web browser, antivirus software, multimedia software, specialized curricula related software, access to network applications and services, warranty, on-campus technical support and repair services and loaner devices for those requiring extended repairs.

Q: **What is the warranty?**

A: Saint Leonard provides a three-year warranty that covers defects in material and workmanship for the product. Any Saint Leonard device that is handled by an outside source for maintenance will render the warranty null and void. Saint Leonard School must perform all maintenance and troubleshooting on all Saint Leonard devices. The warranty does not cover repairs related to damage due to accident, abuse, neglect or misuse.

Warranties, by their nature will cover parts and labor for manufacturer defects and internal mechanical failure. Computer insurance is being researched as complements to the warranty by providing coverage for all kinds of unexpected, externally caused losses: theft, fire, power surges, lightning, moisture contamination, dropped device and natural disasters.

Q: **What additional fees are charged for the device's use?**

A: There is ONE additional charge … $20 for the purchase of a Griffin XX36160 Survivor case which has been purchased and installed on each student's device – do not remove this case. Do not deface this protective case in any way – students and their families will be held responsible for any damages to the device and protective case in their care. Replacement value for cases is $80. Replacement value for the device is $800.

Q: **What is *accidental damage*?**

A: *Accidental damage* would be an external event that suddenly happens to your device that was not intended to occur. An example may be exposure to liquids or accidentally dropping or knocking the device off a desk/table.

Q: **Where do students go for help with a hardware issue?**

A: If you need immediate help with hardware issues (such as not starting up) or software issues (such as a program not starting or working properly), bring your device to Mr. Reed in the Computer Lab at the beginning of the school day.

For all non-emergency help, please e-mail Mr. Reed for technical support. You can expect to receive a response from him within 24 hours (jreed@stleonardlouisville.org)

Q: **What happens if a student's device needs to be repaired?**

A: The technology department performs or schedules manufacturer troubleshooting and repairs to all devices. The technology department will evaluate whether the problem can be serviced on site or should be serviced by the manufacturer or an authorized repair facility. In addition, the technology department will provide you with a *loaner* while your assigned machine is being repaired.

Q: **May students borrow an alternate device while original device is being repaired?**

A: Saint Leonard School provides loaner devices that may be borrowed (Serial number recorded and checked out to individual students as necessary) until the repair is complete. The loaners are the same make and model as the devices that have been issued to students and students will continue to have full access to software, network resources, maintenance and support. When you borrow a Saint Leonard School loaner device, it is expected that you will continue to follow the *Acceptable Use Policy* and be responsible for its care and handling. Students may NEVER borrow or use another student's device.

Q: **What is the life of a battery?**

A: The Dell Latitude 10 has a 4-cell battery that is capable of providing service all day. It is important that students come to school every day with the device fully charged. If it becomes necessary to recharge during the day, students should be sure to bring chargers to school. When charging devices, students and families should refer to manufacture recommendations to assure optimum battery life. If the battery charge/discharge time becomes shorter than before, the battery should be fully discharged before charging the next time.

Q: **Who is responsible for device damage?**

A: Saint Leonard School sees the device as a valuable piece of equipment and trusts that students will care for it properly. Since it is in a student's possession for the contracted time within the school year, 24 hours a day, fees for damage-related repairs, accidental or intentional, that are NOT covered under warranty, are the responsibility of the user and the user's family

Q: **What do students do if charger, stylus or removable battery is defective, missing or damaged?**

A: If missing, retrace your steps checking all locations you have been since you last had your charger, stylus or removable battery. See Mr. Reed for replacement. Missing device accessories are not covered by any warranty. You will be billed for the replacement of the missing item.

If defective or damaged, bring the item to Mr. Reed. He will evaluate the accessory to determine if it is defective or damaged. You will receive a replacement for the defective item at no cost since defects are covered under warranty. If damaged, you may be billed for the replacement, depending upon the damage and cause.

Q: **What do students do if a device is missing?**

A: First, retrace your steps, checking all location you have been in since you last had your device. Second, report the missing unit to Mr. Reed IMMEDIATELY, so that steps can be taken to help you find your machine.

The technology department will assign you a replacement device to be used immediately. Notify your advisor and all teachers that your device is missing. Contact your classmates for any class notes that you may need to replace. IT IS EXPECTED THAT YOU WILL HAVE BACKED UP YOUR WORK ON A DAILY BASIS TO YOUR GOOGLEAPPS ACCOUNT. If the device is not found within two weeks, your parents will be notified and billed for the replacement value of the Saint Leonard device and any accessories that may also be missing (such as protective case, stylus, etc.)

Q: **May students keep devices over summer break?**

A: No. Students must return devices during the last week of the school year to the technology department for re-imaging and maintenance purposes. Mr. Reed needs sufficient time to perform all device maintenance, updates and upgrades in preparation for the next school year.

Q: **What do students need at home?**

A: The primary item needed at home is a connection to an internet service provider (high-speed cable, DSL or wireless connections). It is also suggested that a secure location for recharging is available with surge protection – damage as a result of electrical surges is the responsibility of user.

Q: **Where are guidelines for device use?**

A: The *Dell Latitude 10 Tablet Acceptable Use Policy* provides guidelines for all technology users at Saint Leonard School. Saint Leonard School does not condone the use of technology for illegal activity and disciplinary consequences will be given for reported instances. This policy cannot possibly include every misuse or inappropriate use of technology along with a consequence. Technology products and practices change daily. To aid in becoming responsible users of technology, it is our goal to have all students make thoughtful decisions in their use of technology. Suggested guidelines might include:

  ➢ Is technology being used class related?

  ➢ When on campus, is my use of network resources responsible? In other words, my technology use does not negatively impact the performance and/or security of network resources and other users?

  ➢ At all times, is my technology use honorable?

Q: **What are my responsibilities as a student?**

A: Come to school with your device fully charged daily. Bring the device, charger and stylus to school every day. Abide by the *Acceptable Use Policy* of Saint Leonard School. Use appropriate care and handling of the device. Seek assistance with any difficulties. Return loaner equipment promptly. Be sure to have access to the internet at home or at an alternate location. Back up work daily to GoogleApps.

Q: **How can students expect to use their devices?**

A: You are expected to check your GoogleApps Mailbox daily during the school year. Read your e-mail daily and respond, if necessary, within 24 hours. Your will use your device daily in your academic course of study. In addition to using the device for note taking, completing homework, e-mail and research, here are a few examples of how students may learn using the technology available to them:

➢ History classes may use GoogleTalk to communicate with experts around the world or create podcasts that discuss issues.

➢ English classes may create databases to collect, sort, and search English terms.

➢ Math classes may use calculator presentation software to view formulas and graph results.

➢ Science classes may use specialized software to collect and analyze data.

➢ Language Arts classes may record spoken passages and attach them to e-mails for teacher feedback.

➢ Art classes may create digital art, etc.

Through the use of the technology students will: Access course content and resources. Organize course content. View assessment calendars. Organize concepts with graphic organizers. Submit work to teachers in electronic format by sharing documents or by sending them via e-mail as attachments. Communicate. Collaborate. Solve problems. Engage in digital citizenship. Create authentic products to demonstrate knowledge and understanding.

Q: **Will my student receive training?**

A: All students are required to participate in an orientation to become aware of the *Acceptable Use Policy* and technology use expectations. As well, students practice device care and handling and technology skills required at Saint Leonard and have an introduction to repair processes. Orientations help students to feel competent and confident with using the device as a learning tool for their course of studies. Students will receive a certificate of completion for the orientation class before being allowed to take the devices home.

Ongoing training will be offered by Mr. Reed, the Instructional Technology Coordinator.