



# **1:1 TECHNOLOGY PROGRAM HANDBOOK**

This handbook highlights key information about our 1:1 Technology Program and the responsibilities of both students and parents/guardians for participation in this program.

## **WHAT IS EASTSIDE CATHOLIC'S 1:1 TECHNOLOGY PROGRAM?**

### **1:1 Technology Program Mission Statement:**

Eastside Catholic School is a college-preparatory institution where students learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships and inspire a life of leadership and service to others. Technology, when used appropriately, can enhance teaching and learning, complement and augment the EC Touchstone of academic excellence. Through the 1:1 Technology Program, students will:

- excel in communication within and across disciplines, demonstrating mastery in technological communication and responsibility in using devices,
- cultivate the exchange and the challenge of new ideas through technology, and
- learn relevant concepts and authentic skills within a rigorous curriculum guided by standards of excellence in a culture of collaborative inquiry that uses technology appropriately and consistently.

Our 1:1 Technology Program ensures that all students will have access to technology tools and high-quality content and instruction that allows them to expand learning beyond the school day. Using technology throughout the curriculum, teachers will encourage creativity, critical thinking and problem solving— skills that will prepare students for technological demands of higher education, the workplace and lifelong learning. Students will use technology in their learning and have access to technology specific courses where they will be challenged to delve even deeper into technology tools and programming languages.

The intent of students working on standardized equipment is to reduce frustration in accessing technology while studying within a consistent learning environment. All students have the same tools aligned with teaching and designed to best support their learning.

### **1:1 Technology Program Learning Goals:**

Aligned with the recommendations by the Office of Public Instruction for Washington State, and from studies of the Partnership for 21st Century Skills, the learning goals for our school include:

- To increase student engagement and productivity through personalized learning and equal access to technology
- To extend and expand learning beyond the school day—anytime, anywhere learning
- To provide authentic and relevant learning experiences—students can access learning materials and engage in real-time inquiry as their questions arise
- To increase student achievement and academic rigor
- To increase 21st century skill development in collaboration, communication, creativity, critical thinking and problem-solving skills, digital literacy and global awareness

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## COMPONENTS OF THE EASTSIDE CATHOLIC 1:1 PROGRAM

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**Lenovo ThinkPad Yoga:** A convertible device that can be used as both a tablet and laptop computer running Windows 10. Students can use a digital stylus to write directly on the tablet's surface.

**Office 365:** Office 365 is a cloud-based Microsoft Office with file storage and email. This safe/secure environment allows students and teachers to collaborate with each other and work on their files anywhere. The Microsoft suite of software will provide tools for students like those used at colleges and in businesses offices.

**LanSchool:** This classroom management software provides teacher control over the student's desktop while in class.

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## PARENT/GUARDIAN RESPONSIBILITY

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Eastside Catholic will provide logistical and maintenance support for the delivery, maintenance and repair of your student's ThinkPad.

Parents/guardians are responsible for the cost of repair or replacement at the date of loss if the ThinkPad is intentionally damaged or is stolen (unless the theft occurs on school property and is immediately reported to the school's Business Services Office). A section below (see "THINKPAD DAMAGE/THEFT/LOSS") provides details on what to do if the ThinkPad is damaged or requires repair.

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## MONITOR STUDENT USE

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Parents/guardians will monitor student use of the ThinkPad while away from school. The best way to keep students safe and on-task is to participate in what they are doing.

Suggestions:

- Have your student share their passwords so that you can monitor their activities (students should only share passwords with parents/guardians).
- Computers should be used in common spaces in the home, not isolated behind closed doors.
- Ask your student to share what they are doing and ask questions about their work.

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## INSTALLATION OF ADDITIONAL SOFTWARE

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Although the student owns their ThinkPad, the school advises him/her to be very cautious when installing additional software. The primary use of the ThinkPad is as a school learning tool and any changes to the ThinkPad that interferes with the operation of the equipment in the classroom environment are prohibited. Please note:

- If additional software is installed and the ThinkPad becomes unstable or performance slows, the additional software must be removed.
- Students are not allowed to install VPN software to try and bypass the schools web filtering services.
- Students are responsible for backing up any data or programs on their devices. The school does not back-up the individual ThinkPads. If maintenance is required under warranty or by the school, the ThinkPad may have to be reset to the initial delivery configuration, causing non-school provided software to be lost.
- Please contact EC IT Support or check **their** service bulletins prior to installing additional software—**they** may be able to provide guidance regarding specific software.

**Commented [HK1]:** Is this a real thing?

**Commented [HK2]:** Who does this refer to? IT Support?

## SCHOOL RESPONSIBILITY AND REQUIRED SOFTWARE

Although the ThinkPad is the student’s property, there are instances where the school will install additional software and manage access to the school’s technology infrastructure. It is important to note:

- All ThinkPads are joined to the school’s Microsoft domain providing access to domain services and resources such as file storage and printing.
- Eastside Catholic may install certificates and tokens on the student owned ThinkPad as needed to manage access to resources and services.
- Classroom management software will be installed on the device which allows classroom participation and access to educational resources.
- Office 365 and other applications such as ebook readers and specific courseware will be installed on the ThinkPads.
- Due to scholastic licensing agreements, it may be required that certain software packages be uninstalled by the school upon the student’s graduation (or transfer). The school’s IT Service Desk will be available to perform the removal of the software. Failure to remove such school supplied software could result in the student being charged for the full retail value of the software.

## SUPPORT ONLINE SAFETY

Student internet access will be filtered while in school. This will limit the student’s browsing on the internet. General categories that are blocked are as follows:

- Sites that include material deemed obscene, promote violence, gambling, pornography or may be harmful to minors
- Non-school monitored forums and chats
- Sites promoting hacking or containing security risks (malware, viruses)

Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.

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## THINKPAD USAGE AT SCHOOL

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### WEB CAMS

Each student ThinkPad is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> century tool and develop 21<sup>st</sup> century communication skills.

While at school, web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement

It is important to respect the privacy of your classmates and all teachers, staff and volunteers at Eastside Catholic. **Do not record without permission and/or in situations that are inappropriate.** If you are uncertain if it is an inappropriate time to record, then it likely is inappropriate. Always ask a teacher first before recording.

### LISTENING TO MUSIC, WATCHING VIDEOS, GAMING

These activities may be allowed at school with specific permission from the teacher.

### CARE OF THINKPADS

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- Charge the ThinkPad fully each night after use so that it is ready for classroom use
- Avoid piling heavy things on top of the ThinkPad
- Do not leave the ThinkPad and/or stylus and charger unattended for any reason

### THINKPAD DAMAGE/THEFT/LOSS

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ThinkPads purchased through Eastside Catholic have a four-year warranty/accidental damage coverage and a three-year sealed battery warranty. This coverage will extend beyond your attendance at the school should the student graduate (or leave) prior to expiration of the warranty period. Any authorized Lenovo dealer nationwide will honor the warranty.

If your warranty expires and you still have additional years to complete at Eastside Catholic School then you will be provided with the following options during the next enrollment contract period:

- Purchase a one-year extended warranty for your laptop. The extended warranty will cover all mechanical failures, accidental damage, battery and theft. Eastside Catholic School requires that all laptops carry an active warranty during the school year.
- Rent a Lenovo Yoga 11e laptop
- Purchase a new Lenovo Yoga 11e laptop

### Repairs

Occasionally, unexpected problems do occur with the ThinkPads that are not the fault of the user (computer crashes, software errors). EC IT Support will assist students with these issues. Students are responsible for backing up any data or programs on their devices. The school does not back up the individual ThinkPads. If maintenance is required under warranty or by the school at no cost, the ThinkPad may have to be reset to the initial delivery configuration, causing non-school provided software to be lost.

### Loaner ThinkPads

Temporary replacements, known as “loaners,” are available so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner. If the ThinkPad loaner is lost, stolen, or damaged, then the student is responsible for full replacement cost.

### ACCIDENTAL DAMAGE VS. NEGLIGENCE

The authorized repair company will determine if the ThinkPad is deemed to be intentionally or negligently damaged by the student and the student may be subject to the full cost of repair or replacement.

### LOST EQUIPMENT

Although the ThinkPad is covered under a warranty, the accessory equipment is not. The school has replacement accessory equipment to purchase at the following prices:

Power Cable	\$10
Stylus	\$40

## UNACCEPTABLE BEHAVIORS RELATED TO STUDENT THINKPAD USE

We want to partner with parents/guardians and students to help students understand the lasting effects and repercussions of posting inappropriate pictures or using their computers in a harmful way.

**Students are expected to behave within all guidelines set forth in the EC Student Handbook and EC Technology Resource Acceptable Use Policy at all times. This applies equally to the use of technology hardware, software and systems.**

## FREQUENTLY ASKED QUESTIONS

### What if I forgot my school password (domain and Office 365)?

Ask IT Support to reset your password.

**What if a student forgot to charge their ThinkPad and the battery is dead?**

There are designated outlets at school. One of the best ways to avoid this issue is to consistently (and constantly) remind students to charge the ThinkPad at home every night.

**What if a student forgot to bring the ThinkPad to school?**

Please see IT Support who may be able to assist.

**What happens if a student's ThinkPad is broken?**

The student should bring the broken ThinkPad to the IT Service Desk.

**What if the ThinkPad is stolen?**

If the theft occurs on school property, the loss needs to be reported immediately to the IT Department.

The student can then check out a loaner/spare until EC settles the loss issue.

**Commented [HK3]:** To whom specifically? Business Services?

If the theft occurs off school property, the loss needs to be reported as soon as possible to the school.

The student can then check out a loaner/spare. Parent/guardian are responsible to replace the stolen computer.

**My student is on a sports team. How will the ThinkPad be kept secure?**

PE and coaching staff will instruct students on the specific procedures for safe storage. A secure location will be made available for students on athletic teams to keep ThinkPads safe during those programs.

**How will my student be protected from objectionable material while at school?**

Internet access at school is managed by a web filter and objectionable websites are screened out.

Internet safety is taught to students to help them stay away from objectionable material as well as to stay safe online.

**How can I learn what my student is doing on the school ThinkPad?**

Ask your student for their user name and password. EC encourages parents to know what their student is doing on his or her school ThinkPad.

**Why can't my student bring his/her own computer to school?**

Bringing your own device does not meet EC's educational goals and objectives. There are several reasons why a standardized device is required for all students. They include safety, instruction, technical support and access.

- Safety: The school machines have web filters and other safety precautions that prevent students from accessing inappropriate or unsafe websites while at school.
- Instruction: The same version of software will be on each school ThinkPad, so teachers will be able to quickly and more efficiently teach entire classes and help individual students.

- **Technical Support:** EC can provide robust technical support through our IT Support staff to a limited universe of computing devices. EC can't offer the same level of support to an unlimited universe of devices, which could lead to more computer downtime and lost learning opportunities.
- **Access:** As students have the same equipment, all students have equal access to the school's network.

**Can students install printer drivers to connect with their home printer?**

Students can install drivers and print at home.

**What level of security is afforded with the implementation of Office 365?**

Documents stored in student Office 365 accounts are only accessible through their school login and password. Microsoft provides documentation of the security related to these accounts at <http://trust.office365.com>.