

**Bishop Kearney High School | A Golisano Education Partner**

# Frequently Asked Questions

**Technology Implementation at Kearney | Golisano**

# **Bishop Kearney High School | A Golisano Education Partner**

## **Frequently Asked Questions on Technology Implementation**

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### **Does my student own his/her laptop?**

No, all laptops are the property of Bishop Kearney High School | A Golisano Education Partner. Students and parents/guardians sign agreements for use of laptops and for internet/e-mail privileges. However, the laptop will become the property of the graduate after successful completion of all academic requirements, graduation, and reconciliation of all tuition and fees with Kearney | Golisano. At that point, all financial responsibility for the laptop transfers to the graduate and/or parent/guardian.

### **Must my child have an Internet connection on his/her laptop at home?**

No, it is not a necessity. However; if you do have a home computer already set up with an Internet connection, your child may use the laptop to access mail or the Internet from home. You'll have to disconnect the computer that's already connected to your cable/DSL/phone modem. Contact your Internet Service Provider or manual for instructions on how to do this.

### **How will my child print?**

As of the start of the 2007-2008 school year students are not allowed to print at school, nor will they be able to install home printers on their laptops. However; Kearney | Golisano will evaluate this policy and others 30 days from the beginning of the school year to maximize student productivity with regard to internet and laptop usage.

For now, suggestions for printing of material include: e mailing it to your home account and printing from your home computer, or storing documents to a portable storage device and transferring the data to another computer which has a printer available.

### **Is my child allowed to use Instant Messenger during the school day?**

No. Instant Messaging is not allowed on the school network. We would suggest you don't allow them to use IM during their scheduled homework time at home either, since this is very distracting.

### **Is there a filter on Internet access at school?**

We employ Internet filtering software to minimize the chances that students will encounter inappropriate web content. This software blocks sites that are known to be unsuitable for children, or inappropriate for school use. Even though the list is updated frequently, some offensive material can sneak through. Sophisticated blocking technology works hand-in-glove with adult supervision at home and at school to create an environment in which students can enjoy the learning opportunities available to them.

### **Can I add a filter to my Internet access at home?**

Many Internet service providers give some type of parental control options for your account. Check with your provider to see what options they provide and how they work. Another option is to purchase filtering software for your computer.

### **What should my child do if he/she has a technical problem with his/her laptop?**

An IT Center has been set up on campus. IT staff and/or work study students will be there at the beginning and end of each school day to answer questions or deal with problems. If a problem can not be fixed immediately, a loaner will be given to your student if available.

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### **May my child add software to his/her laptop?**

All the software needed for school has already been installed on the laptop. Software other than that preloaded by Kearney | Golisano can only be loaded with prior written approval of the IT Center. We prohibit additions of any new software because adding software not required for school is a fast and easy way to render the laptop unstable, even unusable. The IT Center's primary strategy for resolving mysterious software problems is returning the laptop to its original configuration. This will permanently delete all files that the student may have on the laptop. The IT Center will try to move files to our network prior to doing this. However; it is important that students save important files to their home directory on the school network. Upon receiving laptops and during the first week of school, students will be instructed on how to save files to the Kearney | Golisano network in their own home directory on the secure network, which is backed up regularly.

### **Is this the place where my student should store all school- related work?**

Yes. While the laptops do have a hard drive with available space, storing data here is not recommended. Students should use their network folder; it is the students' responsibility to ensure that data is backed up or stored in the proper location. It is also recommend the student purchase an external storage device (such as a USB drive) to store important files.

### **How can my child access his/her school e-mail from home?**

Please see attached document provided by **BlueTie** for instructions on accessing e-mail. Kearney | Golisano has partnered with **BlueTie** to provide secure e mail services. Upon the first week of school, students will be assigned an e mail address and instructed on how to access the web-based e mail server. The attached document will provide helpful e mail hints.

### **Do the students have access to e mail throughout the school day?**

Students have access to e mail when teachers and school administrators have a reason for them to use it during class, such as to get a document they have been sent for class. It is essential that students have access to e mail teachers may send, to assignments in public folders, and communications on group projects. Mail usage during the school day should be for these reasons **only**, and **not** for non-school related reasons.

### **What are my student's responsibilities at school regarding computer usage?**

Each student will sign a computer usage policy agreement before receiving laptops. A copy of this agreement can be found at [www.bkhs.org](http://www.bkhs.org). No laptops will be distributed without parent/guardian and signatures on this document.

### **How should my student identify his/her computer?**

Each student is required to have their name on their laptop, AC adapter, and plug. The school will provide name labels for that purpose; the laptops will also be linked to students via an electronic bar code system. We also suggest that students take steps to identify the school-provided laptop cases using a self-purchased luggage tag or key chain, for instance. Bags are identical; with 500 students carrying the same case it will be helpful for students to be able to identify their bags with ease.

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### **How should my child store his/her laptop while coming to and from school?**

The laptop should always be in its case. It should never have anything put on top of it such as books or a backpack. While in the backpack, the laptop may be stored with books, however if the laptop is left on, damage may occur, particularly to the laptop screen.

### **Where should the laptop be stored while my student is attending an after school event such as sports practice or other activity?**

The IT Center has been set up for after school storage. Each student must sign in. Laptops must be picked up the following morning, if not signed out before the IT Center's close of day. Some coaches or faculty members may also provide their own temporary storage area, but laptops must be picked up after the activity or practice in that case, not stored overnight. Students should take their laptops and books with them on the bus to an away event. The bus driver will stay with the bus and all belongings to ensure their safety.

### **Will students have to purchase a laptop bag in which to carry the laptop?**

No. Laptop carrying cases are given to students when they are issued their laptop. Subsequent laptop bags may be purchased through Kearney | Golisano or through the retailer of your choice. Kearney | Golisano will not be financially responsible for subsequently purchased bags.

**What should my students do if their laptop case is damaged in some way?** If the case is defective or damaged, please notify the IT Center. There may be a charge to replace the case if it is determined that the damage is caused by the student and a new laptop case is required.

### **May my child decorate the laptop case?**

We discourage students from decorating their cases, except for an identifying name tag. We expect students to use good taste and remind them that this case will be with them for four years.

### **What will students do with their laptops during Health/PE classes?**

Students will be responsible for the care and security of their laptops. Students will carry the laptop in a padded case with them to all classes on the Kearney | Golisano campus. The size of the laptop also lends itself well to securing the laptop in the student lockers on a short term basis. It is recommended to leave the laptops there during gym class.

### **What about insurance against theft or breakage through carelessness?**

The laptop computer is very portable and very valuable, making it an attractive target for thieves. Therefore, Kearney | Golisano recommends that parents purchase a laptop insurance policy. Similarly, breakage through student carelessness is not covered by the school and will be the responsibility of the student and parent/guardian. In the event that the laptop is stolen, or lost, students should report the lost items to the IT Center or Principal's office immediately. Students and their parents or guardians are responsible for replacement of the laptop or accessories.

### **Will students be given a new battery if one would go bad?**

Yes, students are responsible for charging their battery and proper battery maintenance. If students need a new battery because theirs is defective, they will be supplied with one at no additional charge. If the battery is defective because of student negligence or neglect, they will be charged for a replacement.

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### **How long will the laptop batteries last? What happens if a student's laptop battery runs out?**

Laptop battery life depends greatly on how the laptop is used. Students will be trained in strategies to maximize battery life. A typical battery charge on the laptop will last over 3-5 hours. Students will have the opportunity in classrooms to "plug-in" and charge throughout the day. Students will be expected to enter school each day with a full charge on their laptop battery.

### **Will students be able to e mail, chat, and play games on their laptops?**

Chat, IM, games, and e-mail software other than software issued by Kearney | Golisano is strictly prohibited, will be removed from all computers, and can result in disciplinary action. Student use of chatting, IM, and game playing is a direct violation of the computer use policy. Students who violate the computer policy will be disciplined.

### **Can a student use their iPod or digital camera with the laptop? Can students load music and photos on the computer?**

They may only do so with the permission of the IT Center. If permitted by the IT Center, students will also be allotted a certain amount of drive space on their laptop to load music and digital pictures they have obtained legally. Students will not be able to "back-up" their music and photos to school network servers unless part of an academic project.

### **Can students use their own accessories with the laptop?**

The laptop comes with 2 USB ports and one Firewire port. Students who want to use their own accessories (USB mouse, keyboard, digital camera, iPod, headphones, etc.) with the laptop should check with the IT Center before use. Remember, USB storage devices are recommended and approved.

### **Can a student use their laptop computer over the summer?**

No. All laptops will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. They will be re-distributed to students at the beginning of the next school year.

### **Will Kearney | Golisano provide maintenance on the student laptop computers?**

Yes. The IT Center staff will coordinate maintenance for students. Students enrolled at Kearney | Golisano will be covered by the IT Center.

### **What will students do without a computer in their classes if their laptop unit is being repaired or replaced?**

Kearney | Golisano will stock a limited number of laptop computers that can be loaned out to students if their computer is being repaired. This will minimize "down-time" for students.

### **Will there be training for students?**

Yes, all students will be trained upon the issuance of laptops on basic laptop functionality as well as Microsoft Office. Students will be notified of specific times of such training. Student training will continue throughout the school year.

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### **Will there be training for parents?**

Bishop Kearney is scheduling training for parents and you will be notified of the schedule approximately the first week of school. The goal is to inform parents about the functionality of the software and hardware technology their students will be using, as well as to answer any questions.

### **Will all teachers be expected to use the laptops with students?**

All staff will have both a laptop and the training to support its use with students as well as its integration with the curriculum. However; we also know, at this point in time, that some subjects are much better supported than others with online and software resources. Kearney | Golisano also recognizes that part of having this new tool is determining when and how to use it appropriately. For example, you don't want math students typing out solutions to math problems that should be done quickly by hand. So, Kearney | Golisano expects to see significant, but appropriate, use of the laptops. The point is not to use a laptop as often as possible, but to use the tools the laptop and network provide that improve learning.

### **What if a student already has another model or brand of laptop computer?**

Students will be required to use the school-issued laptop for school purposes. This is necessary to ensure that students have a computer that gives them network capability and the ability to run the software students will need in their classes.