



**International Community School**  
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## 1:1 Laptop Program



## Parent/Student Handbook ***High School edition***

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## Table of Contents

ICS Statements of Mission, Philosophy and Beliefs.....	1
ICS Mission Statement.....	1
The ICS Way.....	1
The IB Learner Profile.....	1
1:1 Laptop Program Introduction.....	1
Program Overview.....	1
Rationale.....	1
Guidelines for Participation.....	1
Student Expectations.....	1
Parent Expectations.....	1
Responsible Use Guidelines.....	1
The ICS Way in Technology.....	1
Privacy and Safety.....	1
Digital Citizenship.....	1
Email, chat, and netiquette.....	1
Consequences.....	1
Receiving your laptop.....	1
Taking care of your laptop.....	1
General Precautions.....	1
Carrying Laptops.....	1
Cleaning and Caring For Your Laptop.....	1
Screen.....	1
Laptop case.....	1
Keyboard.....	1
AC Adapter (power cable).....	1
Carry Case.....	1
Using Your Laptop at School.....	1
Laptops Left at Home.....	1
Laptop Undergoing Repair.....	1
Charging Your Laptop's Battery.....	1
Screensavers, wallpaper and other customization.....	1
Sound.....	1
Printing.....	1
Using Your Laptop at Home.....	1
Laptops Left at School.....	1
Using Your Laptop Responsibly.....	1
Accessing the Internet at Home.....	1
Charging Your Laptop's Battery.....	1
Managing Your Files and Saving Your Work.....	1
Saving to the iFolder.....	1
Saving Data to Removable Storage Devices.....	1
Software on Your Laptop.....	1
Ubuntu (Linux) Operating System.....	1
Originally Installed Software.....	1
Open Source Software.....	1
Virus Protection.....	1
Additional Software.....	1
Inspection.....	1
Procedure for re-installing software.....	1
Software upgrades and additions.....	1

Protecting and Storing Your Laptop Computer..... 1  
    Laptop Identification..... 1  
    Password Protection..... 1  
    Storing Your Laptop..... 1  
    Laptops Left in Unsupervised Areas..... 1  
Repairing or Replacing Your Laptop Computer..... 1  
    What To Do If You Damage Your Laptop..... 1  
    What to Do If Your Laptop Goes Missing..... 1  
    Deposits..... 1  
    Replacement Costs..... 1  
Technical Support..... 1  
Laptop Specifications..... 1  
FAQs..... 1  
Parental 1:1 Laptop Agreement Form..... 1  
Student Agreement Form..... ii

## ICS Statements of Mission, Philosophy and Beliefs

### ICS Mission Statement

The International Community School of Addis Ababa, accredited in the United States, develops the talents and intellects of a multicultural student body using learner-centered, holistic instructional methods, empowering each student to contribute to an evolving world.

### The ICS Way

I can make a difference by:

1. Taking care of myself.
2. Taking care of others.
3. Taking care of this place.

### The IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

- Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
- Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
- Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
- Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
- Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
- Caring** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

- Risk-takers** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
- Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
- Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## 1:1 Laptop Program Introduction

### **Program Overview**

Beginning with the 2010-2011 school year, ICS Addis has embarked on an ambitious and exciting program, providing portable laptop computers to all secondary students. Phasing in over three years, this program will eventually provide a laptop computer for every student in grade 6 through grade 12.

One of the first programs of its kind in Africa, the ICS 1:1 laptop program will put into our students' hands the tools needed to be creative and collaborative students, effective communicators and critically-thinking *netizens* of our globalized, wired world.

The program is being phased in as follows:

2010: grades 6 and 10

2011: grades 7, 9 and 11

2012: grades 8 and 12

### **Rationale**

Since the 1960's, technology and educational experts have talked and speculated about the powerful learning that could happen if students had personal access to technology that could allow them to research information, create their own work, and collaborate with others. Schools have been using computers in education for decades, usually within "labs" where classes could go to do computing work. Schools have talked about their student to computer ratio, aiming for 5:1 or 4:1 ratios.

Meanwhile, many experts in educational technology have talked about the many advantages that could happen in a 1:1 environment - a school in which students would have the same kind of personal, continual access to the power of computers and the internet that adults have in most offices and businesses.

The first school-wide 1:1 programs began in the 1980's, and their success has spread around the world. Many international and national schools, including many school districts and states in the US, UK and Australia (as well as other countries) have successfully implemented 1:1 programs.

Research by these schools and states, as well as independent organizations, has shown that such programs can enrich student learning through accessing the vast repositories of information on the internet, communicating with people around the world including peers and

experts, and accessing and creating multimedia projects to engage different types of intelligences. Students in schools that run such programs often show greater interest in school and enthusiasm for learning, have fewer problems with attendance or turning in assignments, and often score higher on standardized tests of reading, writing, mathematical skills and more.

By adopting such a program, ICS will be joining a global group of schools who are committed to using modern technology tools to educate and prepare students for success in the 21<sup>st</sup> century.

## **Guidelines for Participation**

### **Student Expectations**

Students will be expected to be primarily responsible for the care and maintenance of their laptop. Appropriate instruction will be given to students as part of classroom activities before students are allowed to take their laptop home.

Students are to bring the laptop to school every school day with a fully charged battery. Students must report any problems with the laptop to the IT Department before school on the first morning after the problem becomes apparent or as soon as it develops during the school day.

Students are to treat their laptop with care and protect its physical state and the condition of its operating system and applications.

Students are expected to be responsible “digital citizens” by following *The ICS Way* in Technology and respecting their own and others' privacy, intellectual property, and security.

### **Parent Expectations**

Parents are asked to supervise the security of the laptop while at home or in the car, and to assist students with making sure that laptops are stowed securely in the carry case within the student's backpack while in transit from home to school. Parents are requested to take particular care over the supervision of access of other family members to the laptop. While it may be reasonable to expect that other members of the family may benefit educationally from the laptop from time to time, this should not occur in a way that would restrict the High School student from having full access when needed both at school and at home.

Parents are asked to assist in ensuring that the laptop comes to school fully charged with the student every normal school day.

We also ask parents to supervise student use of the laptop and any internet connection while at home. We have installed some filtering capabilities in the laptop to attempt to prevent the accessing of inappropriate materials on the Internet, but no system is foolproof. Parents are encouraged to take an active interest in students' activities online and on the laptop. Parents are also encouraged to have frank and honest discussions with their children about staying safe and avoiding inappropriate material online.

Parents will be asked to pay a refundable deposit of 1,500Birr as security for any repair costs for damage to the laptop or loss of the laptop. Additional deposits or costs for replacement or repair of the laptop, AC adapter, battery, or carry case may be charged. Details of this are spelled out in the agreement form and the section on *Repairing or Replacing Your Laptop Computer*.

## **Responsible Use Guidelines**

### **The ICS Way in Technology**

I can make a difference by:

#### **1) Taking care of myself**

- a. Protecting my privacy
  - i. I will keep my personal information to myself, including my account and password.
  - ii. I will avoid or ignore people or sites that ask for private information.
- b. Keeping myself safe online
  - i. I will pay attention to where I go on the web and look for safe and appropriate sites.
  - ii. I will quickly back out if I accidentally go someplace dangerous or inappropriate.

#### **2) Taking care of others**

- a. Being polite and respectful to others
  - i. I will respect their privacy and not give out their personal information, nor try to find out or use their password or account info.
  - ii. I will practice proper *netiquette* and be polite.
- b. Respecting other people's ownership of what they create
  - i. I will not copy or download things without proper permission.
  - ii. I will give credit and properly cite when I use other people's work.
- c. Being considerate of other people's need to use the network and equipment
  - i. I will use school equipment for school work.
  - ii. I will avoid activities that will slow down the network too much (such as streaming video or downloading large files).

#### **3) Taking care of this place**

- a. Respecting and protecting the equipment
  - i. I will use equipment safely and carefully.
  - ii. I will immediately report any problems to those responsible, particularly the IT Department staff.
- b. Respecting and helping to preserve the network
  - i. I will use the network properly and not do things that might harm or damage the system, including attempting to bypass security or crack into systems.
  - ii. I will work in a positive way on the network and Internet, doing constructive work that will help make it better.

### **Privacy and Safety**

It is important that you actively protect your privacy and safety while using a computer. First and foremost, your user ID and password at school should be kept secret and not shared with anyone, including friends and family. Your privacy and the security of your schoolwork are guarded by your password. Make it a strong one that you can remember, but that is hard to guess. Don't share it with anyone. If you think someone has learned your password, change it. (You should do the same with your other passwords – for your email accounts, or accounts on various websites including social networking.)

When online, you need to take some basic steps to protect your identity and privacy. Personal information (contact details, phone number, identification numbers, full name, etc.) should not be given out. Don't chat or friend people you don't know.

While using your laptop, you must remember that it is a school-owned device and that it and any documents you store on it or on the school network can be accessed by members of the IT Department or school staff if there is cause to think that there is a problem. Do not assume that documents you save, your web browsing history, chats or

emails can not be seen by other people. ICS staff will not “snoop” but we do reserve the right to investigate problems.

Should we need to investigate your data on the laptop or on the network, we will do so with the knowledge and approval of school principals and you and your parents will be notified.

## **Digital Citizenship**

ICS students are expected to respect the intellectual property rights of others by not illegally or without proper permission copying, distributing or sharing materials (including software, music and videos) that are copyrighted by others. If students are unsure about this, they should ask a teacher or parent. Similarly, students are expected to respect the security systems set up by ICS or others. Any attempts to hack the safeguards set up on the laptop, the ICS network, or external networks will face ICS disciplinary procedures and consequences.

Students should not store any type of media (including videos and music) on their laptop unless they have the legal and ethical right to use them. This includes original work of the student, files shared by teachers for academic purposes, or files that have been purchased or licensed. Students are encouraged to store their personal media files on external disks such as USB flash drives.

Academic honesty is a priority at ICS, and students are expected to actively avoid plagiarism or other forms of academic dishonesty. Materials found while doing online research, in any form (written words, pictures or other images, video, music, etc.), must be properly cited in student work. Quoted work must be cited, and even summarized work must be given credit in a bibliography or other reference.

## **Email, chat, and netiquette**

Students have been given ICS email addresses, and may use this address for schoolwork or school related work. The ICS communication system also includes a calendar and schedules and shared documents.

Students should always use appropriate language, and should not transmit language or other material that is profane, obscene, abusive or offensive. Students should not send mass e-mails, chain letters or spam.

Students should remember that ICS email or other communication through the ICS network or ICS property, including the laptop, is subject to inspection by members of the IT Department and/or ICS Administration.

## **Consequences**

The laptop, user name and ICS account are the responsibility of the student to whom they are assigned. Any misuse or violation of *The ICS Way* or the *Responsible Use Policy* will result in disciplinary actions. Consequences may include anything from detention or suspension to loss of computer or internet privileges, or even consequences from parties outside ICS, should the situation merit it.

## **Receiving your laptop**

Students will receive their laptops after orientation sessions, which include:

- A parent/student orientation presentation
- The “Egg-cellent” Introduction to 1:1 Laptop Programs project
- Software and web lessons in homeroom classrooms
- A week-long beginning to carrying laptops around school
- A Saturday “handover” session for parents and students

Students and parents will sign agreements (included at the back of this handbook) before the laptops are taken home.

Laptops will be collected at the end of the school year for maintenance, cleaning and software installation. Students will be issued a laptop at the beginning of the next school year (either the same laptop or a different model).

## **Taking care of your laptop**

Students are responsible for the general care of the laptop they have been issued by ICS. Laptops that are broken or do not work properly must be immediately taken to the IT Help Desk in the Library.

### **General Precautions**

Keep all food and drink and any other liquids (flowers in a vase of water, for example) away from your laptop. Don't use your laptop in the bathroom. Keep your laptop and carrying case free of graffiti, stickers, labels, writing, drawings, etc. Keep your laptop secure – don't leave it in a car or unsupervised place, but lock it up at home or in a locker when you're not using it. Keep the battery charged up before coming to school, but allow the battery to fully discharge during the day. If you must re-charge during the day, only do so after the battery has been mostly discharged.

When storing the laptop in your locker (or any other place), make sure that it is safe and protected. Place it in its case, hang it on a hook, or ensure that it is protected from falling or from having other things fall on it. Screens can be broken if a laptop falls out of a locker or if a heavy textbook is put on top of it.

### **Carrying Laptops**

Your laptop should not be carried while open, unless instructed to do so by a teacher or parent. You should carry the laptop in its carrying case. You should hibernate or shut down the computer before moving it.

When you put your laptop in the carry case, you should put it with the screen away from the pocket that holds the power cord. Even when carrying the laptop in the carry case you need to be careful with it. Carry it carefully by the handles, don't swing it around, and set the case down gently.

When you put the case inside a backpack, make sure the screen is away from the front or outside of the backpack. Don't load up too many things in the backpack with the laptop, and definitely be careful with your backpack when it has the laptop in it! (Don't throw it around!!)

## **Cleaning and Caring For Your Laptop**

### **Screen**

The screen is the most sensitive part of the computer, and most likely to be damaged. Be particularly careful with the screen. Please follow these “don'ts”:

- Don't lean on or place anything on top of the laptop.
- Don't place anything near the laptop that could fall on it or otherwise put pressure on the screen.
- Don't put the laptop in a place where it might fall – be careful when opening your locker!
- Don't put things in the carrying case that would press against the cover.
- Don't poke the screen.
- Don't put anything on the keyboard before closing the laptop (such as pens, pencils, disks, flash disks, papers, etc.).

Clean the screen with a soft, dry, anti-static or microfiber cloth. If your screen needs more intense cleaning, bring it to the IT Department.

### **Laptop case**

You can clean the laptop case with a non-abrasive soft cloth. You can lightly dampen the cloth with mild soapy water (or a mild non-abrasive cleaner such as glass cleaner), and then use it to clean the casing. (Only do this when the laptop is completely shut down and unplugged!) Do not spray the laptop case directly! Gently rub the casing with the moistened cloth to clean any dirty marks from the case.

### **Keyboard**

You can gently clean the keyboard with a brush or dry cloth. Don't use a liquid cleaner. If your keys are particularly dirty, bring it to the IT Department. If any of the key tops come off, bring the laptop in for repair right away. If you continue to use the laptop with missing keys, we might have to replace the whole keyboard.

### **AC Adapter (power cable)**

Use the AC Adapter only with your laptop, not other electronic items. When using the adapter, keep the cord away from traffic areas and don't put heavy things or step on the adapter. When you unplug the power cord, pull on the plug itself and not the cord. You can wrap the cord around the adapter box, but if you do that too tightly you can damage the cord. It's better to wrap it loosely, or coil it up carefully.

Make sure you plug the computer in to a reliable power source. Do not use an electrical socket or extension cord that is loose, rattly or damaged. If you are unsure, ask someone in the IT Department.

### **Carry Case**

Don't write on the case or put stickers, labels, etc. on it. You may clean the carry case with

a non-abrasive cloth moistened with mild soapy water.

## **Using Your Laptop at School**

Laptops are intended to be used at school every day. In addition to class work, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes except PE classes in the Gymnasium or sports fields, unless specifically instructed otherwise by the teacher.

Students should not bring their laptop to the Cafeteria, Gym, or sports fields. Students should lock their laptops in their locker during lunch/break, assemblies, PE classes or sports events.

### **Laptops Left at Home**

If a laptop is left at home, a student must immediately arrange for a parent or driver to bring the laptop to school. Phones in the offices may be used for this. Repeat instances of leaving a laptop at home will result in disciplinary action.

### **Laptop Undergoing Repair**

If a student's laptop is being repaired, loaner computers will be issued by the IT Department.

### **Charging Your Laptop's Battery**

A student should charge the laptop every night and bring the laptop in to school fully charged. This is an important part of being a responsible laptop user, and failure to do this can be disruptive to classes. Therefore, if a student repeatedly brings in a laptop with flat batteries, they will face disciplinary action.

When use of the laptop during school has caused the battery to be discharged, students may be able to connect their laptop to power outlets in class or borrow a battery or charger from the IT Department.

### **Screensavers, wallpaper and other customization**

Students will have some limited options for customizing their laptops. In all cases, the use of obscene or offensive materials (including inappropriate language, guns or other weapons, alcohol or drug symbols or references) is inappropriate for a school and must be avoided. Passwords on screen savers or on hard drives should not be used.

### **Sound**

Students should mute the sound on their computers at all times, unless teachers approve the use of sounds. Students may use headphones or earbuds with their computers unless told not to by the teacher.

### **Printing**

Students may use school network printers in the Secondary Computer Lab, Library or

classrooms with teachers' permission during class or breaks. Students who want to print on a home printer must ask the IT Department specialists to add their printer software to the laptop computer.

## **Using Your Laptop at Home**

### **Laptops Left at School**

School work will require the use of your laptop computer. If you leave the laptop at school, you should arrange with your parents to return to school to collect it. If you do not need your computer during a given night, you must store the laptop securely at school. Contact the IT Department for arrangements regarding overnight storage and charging of laptops at school.

During long weekends and holidays (in October, December and April), students should take laptops home and keep them secure. If students will be away from home, they should lock up their laptops in a safe place at home. Families who need to leave laptops at school during such breaks may do so by contacting the IT Department.

### **Using Your Laptop Responsibly**

Even while at home or away from school, students are expected to follow The ICS Way in Technology and be principled and responsible users of the laptop.

Laptops should not be left unattended, even in cars, when out and about in town. If a student has other activities after school, they should either have the laptop delivered to home or ensure that the laptop is supervised. Students have responsibility for the laptop, and entrusting its safety to others is not advised. It is far better to take the laptop home and leave it there.

Families are encouraged to discuss and plan for laptop security at home. Having a lockable storage area in the home is recommended.

### **Accessing the Internet at Home**

Families are encouraged to have internet connections at home, and to allow the student to access the internet. If this requires installing software or other changes to the system that require an administrative password, the IT Department is happy to help arrange this.

ICS has set up filtering software on the laptop to block inappropriate material. Such software and systems are never foolproof. Families are encouraged to discuss appropriate online activities, and to develop family rules to ensure that student use of computers and activities online are responsible and appropriate. Families are certainly encouraged to establish rules regarding supervision, time limits, activity limitations, etc.

### **Charging Your Laptop's Battery**

Students must charge their laptop battery at home and bring the laptop to school with a fully charged battery.

## Managing Your Files and Saving Your Work

### Saving to the iFolder

Students will log onto the ICS network during each school day. Students will have their own home folder on the network with space to save all school-related work. These servers are backed up regularly to ensure that all work can be retrieved.

The laptops will be setup with an iFolder in which students should save their work. The iFolder will automatically synchronize with the student's folder on the network server when they are in school. If a student creates work while off campus and saves that work in the iFolder, the work will be copied automatically to the school servers when the student logs into the network at school.

Students may (and should) organize their work within the iFolder by creating sub-folders. All student work should be saved in the iFolder.

Only files saved in the iFolder will be automatically backed up and saved. Student work saved to a different location will not be copied to the school servers.

### Saving Data to Removable Storage Devices

Students should also take the responsibility to make their own backups of their work regularly. We recommend that they copy their own work to a flash disk or memory card every week. Students may use USB disks, or memory cards. The 2go PC's 3-in-1 card reader will take SD (Secure Digital), MMC (MultiMedia Card) or MS (memory stick) cards.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. ***Computer malfunctions or loss of disks/cards are not acceptable excuses for not completing or handing in schoolwork.***

## Software on Your Laptop

### Ubuntu (Linux) Operating System

ICS is using the Ubuntu distribution of the Linux operating system for student laptops. While this may not be as familiar to students and families as the Microsoft Windows or Apple Mac OS X operating systems, we believe that this operating system has several strengths that make it more suitable for use at ICS:

1. Linux is free and open source software, giving ICS and students the freedom to explore, share and change the software. This freedom encourages learning and skill development.
2. Using an alternative operating system encourages students to think critically about how a computer works and how the operating system functions and is organized. Students who only learn to use one computer operating system are less able to adapt to new systems they may encounter when they leave school.
3. Linux is less susceptible to viruses and other malware than commercial operating systems, particularly Microsoft Windows. Regular updates to the software are freely available and help prevent security issues.

## **Originally Installed Software**

ICS has installed software on your laptop which must remain in usable condition and be easily accessible at all times. This is software that will be used in class activities throughout the year. All software is legally installed through the GNU General Public License or other appropriate licenses.

1. LibreOffice (Writer, Calc, Impress, Draw, Base, Formula – open source productivity suite): ICS is standardizing on using LibreOffice for all productivity work. This is a cross-platform suite that has powerful features and is compatible with nearly every other suite of office applications.
2. Firefox (by Mozilla – open source web browser): With its customization and flexible add-ons, Firefox is a versatile and useful web browser. Some of the add-ons used at ICS include:
  1. Zotero: an add-on to facilitate research and citing of sources
  2. SweetSearch and other search engine add-ons: Firefox has a built-in search field which can be configured to search Google, Wikipedia or other sources. SweetSearch is a safe search engine designed for students.
  3. Diigo and Delicious toolbars: used for social bookmarking – sharing bookmarked sites with teachers and other students.
3. Zimbra Desktop (open source communication system): ICS uses Zimbra for email, calendar and shared documents. This can be accessed online through the ICS website (using Firefox) or the Zimbra Desktop application can be used to manage mail, calendars and documents while offline.
4. Evernote (freeware note-taking software): Evernote is a program that allows students to take notes in notebooks, including writing, pictures, even audio or video. With an online account (free for the basic system), students can upload their notebooks and have them available to them on any computer connected to the internet.
5. Freeplane (open source mind-mapping software): This software allow students to take notes in a “mind map,” with concepts linked in a hierarchical series of bubbles.
6. TuxTyping (open source keyboarding software): TuxTyping gives students a chance to learn and practice touch-typing keyboarding skills. As it is open source, it is easily customizable and students can create their own lessons and their own practice word lists, so they can practice their touch-typing using vocabulary from their classes.
7. Audacity (open source audio editing software): Audacity lets students record and edit audio, so they can make podcasts, record music, record audio interviews, etc.
8. Scratch (open source 2D programming software): Scratch allows students to program their own games, videos, or interactive programs. With an easy graphical interface, students can learn basic programming skills in a simple way.

*...and other software as required by teachers*

## **Open Source Software**

ICS is increasingly using open source software for school work. There are several reasons for this. Firstly, open source software is usually legally free to use and share and redistribute with no cost. This allows us to install the software on all of our computers and share the software with students, parents, or other members of the community to install and use on

their own computers. Furthermore, most of this software is cross-platform, so that it can run on computers using Microsoft Windows, Apple Macintosh OS X, or Linux. Within our diverse community, all types of computers are used and we wish to support all of them. Also, open-source software gives users the freedom to customize, alter, re-program or create add-ons. This can often result in software that is better suited to the needs of the school, our teachers or our students. Finally, by using alternative software titles, students learn how to use a type of software rather than memorizing specific key-combinations or menu/tool commands. We hope to educate our students to be intelligent, thoughtful users of software rather than consumers of a particular brand of software.

### **Virus Protection**

ICS has licensed anti-virus software and updates it regularly. This software is installed on the laptop's hard drive and will scan the hard drive and removable storage drives for known viruses. The anti-virus software will be updated from the ICS network. The school's file servers, mail and web servers are also installed with virus protection software.

### **Additional Software**

Additional software may be installed on the laptops when recommended by a teacher, but only with the supervision of IT Department members and in specific cases. In general, only educationally-relevant software that has a valid license may be installed.

### **Inspection**

Students may be asked to make their laptops available for inspection by teachers, administrators or members of the IT Department. Such inspection will be to ensure that the laptops are functioning properly, have the correct software installed and do not have illegal or inappropriate software or materials installed on the computer.

### **Procedure for re-installing software**

If the laptop is not working properly or if unauthorized or illegal software is discovered on the computer, the laptop will be "re-imaged." The hard drive will be erased and re-formatted, and the laptop will be restored to its initial working condition. Authorized software will be installed and the data and files reinstated in the iFolder. ICS does not accept any responsibility for the loss of any software deleted due to re-imaging.

### **Software upgrades and additions**

Students will be instructed to upgrade their licensed software from the school's network periodically. Additional licensed software may be installed by the IT Department, or students may be instructed to install such software.

## **Protecting and Storing Your Laptop Computer**

### **Laptop Identification**

Each laptop (as well as battery and AC adapter) has been added to the ICS inventory by serial number, and the school records will show which item has been assigned to which student. Each laptop has been numbered and labeled with the student's name to easily

identify the laptop.

### **Password Protection**

Students are expected to password protect their laptops by setting a start-up or log-in password and keeping that password confidential. Students who need help with their password should get help from the IT Department.

### **Storing Your Laptop**

When students are not using their laptop, they should be securely stored in a locked area: the locker, or a locked classroom if instructed to do so by the teacher. When storing the laptop in the locker, nothing should be placed on top of the laptop, and it should be closed, powered down and stored in its carry case. When taking laptops home, they should not be left in the car but should remain with the student or safely stored in the home.

Laptops should not be stored in the lockers during extended periods, particularly during school holidays. Students who do not wish to keep the laptops at home during those times may store them in the IT Office.

### **Laptops Left in Unsupervised Areas**

Laptops should never be left in areas without supervision, including all outside areas, the cafeteria, corridors, locker areas, picnic tables, unlocked classrooms, bathrooms, etc. Any computer left in these areas is in danger of being stolen.

Students should not take their laptops to the cafeteria, Gym or sports fields. Students should lock their laptops in their lockers for lunch, break, assemblies, PE classes or sports events.

Unsupervised laptops will be confiscated by staff and taken to the IT Department or HS/MS Office. Students may face disciplinary action for leaving a laptop in an unsupervised area.

## **Repairing or Replacing Your Laptop Computer**

### **What To Do If The Laptop Gets Damaged**

If the laptop gets damaged, the student should take it to the IT Help Desk right away. You will need to complete an accident report describing what happened, what damage occurred and how (if at all) this affects the operation of the computer. The IT Department will determine what immediate action needs to be taken and will attempt to repair the computer. The student will be issued a "loaner" laptop for use while the original laptop is being repaired.

Parents will be notified of the incident, and will receive a copy of the damage report. Parents will also be notified at this time of any potential costs for the repair.

### **What to Do If Your Laptop Goes Missing**

If a student loses his/her laptop, the student should immediately report this loss to the IT Office or HS/MS Principals' Office. If the laptop has gone missing in school, ICS Security will take steps to recover the laptop. Any delays can reduce the chances of recovery. If the student loses the laptop outside of school, he/she should immediately report it to parents and the family should consult with their security guards or the police regarding the loss if theft is suspected. The family should notify ICS (the IT Office and/or the HS/MS Principals' Office)

as soon as possible.

### **Deposits**

All families are expected to make a 1,500Birr refundable deposit prior to receiving a laptop. This deposit is intended as a surety towards the return of the computer in good condition at the end of the school year. The deposit may be used to cover costs of repair or replacement of laptop parts. There will be specific communication between ICS and the student and parents prior to any charges being levied.

If a student loses or irreparably damages his/her laptop, a second laptop can be issued. In this case, the family will forfeit the first deposit and will be asked to pay a second deposit. The second deposit will be 2,500Birr.

If a student loses his/her AC Adapter or Battery, a replacement will be issued upon payment of a deposit according to the item. (See table below) If the student finds the lost item and returns it to the school, the deposit will be refunded.

ICS will reserve the right to bill families for the full replacement cost of lost, stolen or irreparably damaged equipment.

Netbook deposit (initial)	Netbook deposit (second)	Replacement battery deposit	Replacement AC adapter deposit
1,500Birr	2,500Birr	500Birr	250Birr

### **Replacement Costs**

Replacement costs for the laptop and accessories:

<b><i>Item</i></b>	<b><i>Replacement cost (US\$)</i></b>	<b><i>Replacement cost (Birr)</i></b>
Netbook	\$520.00	8,320
Screen	\$99.00	1,584
AC Adapter	\$48.00	768
Battery	\$89.00	1,424

In case of loss and damage, students will be issued a replacement part (or loaner while damage is repaired). Families will be contacted regarding the issue and appropriate charges may be levied.

## Technical Support

Support and assistance can be had from the following members of the IT Department.

<b>Name</b>	<b>Position</b>	<b>Areas of responsibility</b>
John Iglar	Director of Technology	Overall program, educational technology
Yared Deneke	Systems Administrator	Managing the ICS networks, keeping servers functioning, system software
Samson Assamnew	IT Specialist	Technical support, supervision of computer lab, hardware and software support
Bekure Tamirat	IT Specialist	Technical support, hardware and software support
Leulseged Assefa	IT Specialist	Technical support, hardware and software support
Bekat Assefa	IT Specialist	Technical support, hardware and software support
Sundush Ahmed	IT Specialist	Technical support, hardware and software support
Betelehem Taye	IT Specialist/Admin Support	Technical support, wireless networking support

Members of the IT Department can be found in room 68, the Secondary Computer Lab, or room 68a, the IT Office, or at the IT Help Desk in the Library. Betty Taye has an office in the main Administrative building behind the front desk Reception area. You can email any member of the ICS staff using their `firstname.lastname@icsaddis.edu.et` email address. (For example, John Iglar can be reached at `john.iglar@icsaddis.edu.et`)

## Laptop Specifications

*Note: after testing various models, it was decided to choose the Acer Aspire One 532h netbook for 10<sup>th</sup> grade students. The combination of small size and long battery life was a deciding factor.*

**Name:** Acer Aspire One 532h

**CPU:** Intel Atom N450 CPU 1.66GHz

**Memory:** 1GB So-DIMM SDRAM

**Hard Drive:** 160GB HDD

**Display:** 10.1" 1024x600 high-brightness  
LED-backlit LCD

**I/O ports:** 3 USB 2.0, 2x  
Headphone/speaker/line out, Mic-  
in, DC-in, RJ-45, VGA-Out, card  
reader

**Wireless:** WLAN 802.11b/g/n 2x2 dual band, Bluetooth built-in

**Audio:** Headphone out, Mic-in, built-in digital microphone, internal stereo speakers

**Webcam:** 640x480 resolution integrated webcam

**Battery:** 6-cell Lithium-Ion Battery (63Wh; 10 hour battery life)

**Keyboard:** 93% of standard-size 83keys keyboard

**Touchpad:** multi-gesture (2 finger scroll, pinch, rotate, flip)



*For more details:* [us.acer.com](http://us.acer.com) is the website of Acer who makes the Aspire One

Direct URL: [http://us.acer.com/acer/seu30e.do?](http://us.acer.com/acer/seu30e.do?kcond61e.c2att101=72644&LanguageISOCtxParam=en&link=ln400e&CountryISOCtxParam=US&acond125e=72644&sp=page18e&ctx1g.c2att92=843&ctx2.c2att1=25&ctx1.att21k=1&CRC=1451323281)

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## FAQs

*What if I already have a computer at home?*

You may use your computer at home. You will be expected to use your laptop at school. You will need access to the software we will use at school. Please see any member of the IT department regarding how to obtain copies of software used at ICS.

*Do I have a choice in participating?*

No. The use of laptops, the computer software programs, and the access to the internet is an integral part of ICS education.

*Why is ICS not using Microsoft Windows for student laptops?*

We want to give students the opportunity to learn new systems and different ways of doing things. By using the Linux operating system, we provide students the opportunity to expand their skills and become more flexible and adaptable computer users.

*Why not Apple/Dell//BrandX computers instead of what you have chosen?*

We tested several models of laptop computers with students and teachers. The models we have selected combine physical strength with flexibility of purpose, and were deemed to be easy and not burdensome for students to use. We will be constantly reviewing these choices and looking at alternative models and operating systems.

*Won't my child be at a disadvantage by not being trained to use software used in businesses?*

Not at all. By using software and an operating system that is less widely known, students will learn more general skills that will be more transferable to any situation. In the UK, Ofsted conducted a nation-wide survey of technology in schools. In their first key finding, they made this statement: "Over-reliance on a standard 'office' application and operating system restricted (students') opportunities to develop generic and transferable skills." ([www.ofsted.gov.uk](http://www.ofsted.gov.uk)) By using a variety of software and a variety of operating systems, we will be strengthening and broadening our students' skills and ability to adapt to a variety of environments.

*Why school-owned, rather than student-owned laptops?*

The main reason for using school-owned instead of student-owned laptops is for management purposes. By standardizing on a single model of computer for each grade level, and by having the same software installed on each computer, it will be easy to conduct and manage classes. It will also ease the process of keeping the laptops running properly and fixing software and operating system issues.

*Can I keep my laptop computer this summer?*

We will collect all the laptops at the end of the school year to clean them, perform maintenance tasks, reformat the hard drive and reinstall software. Some students may be able to use the computers during the break in return for performing work for the IT Department such as testing software and systems, performing maintenance, etc.

*Will I use the same computer throughout my career at ICS?*

Not necessarily. You may be re-issued the same laptop for next year, or you may be given a different model or a different laptop. We will be making plans for the summer and next year as we work on things this year.

*Can students install their own software?*

Students will have limited rights to alter the settings on the laptop. We do not want new software installed on the laptop, both for licensing and copyright issues and to prevent system conflicts. Students or teachers who wish to have software added to the laptops can present their requests to the IT Department, who will supervise all software installation.

*What about free software that can be downloaded from the Internet?*

Again, we want to limit the problems with system conflicts, viruses, etc. Students or parents or teachers who want software installed on the computer should make the request to the IT Department.

*How effective are the laptop batteries?*

The laptops have 6-cell batteries which should last for several hours. If students bring the laptop in to school with a fully charged battery it should last through the day (depending on use). If students need to recharge their batteries during the day, there will be opportunities to do so. The IT Department will stock spare batteries and chargers for emergency loans.

*What about laptop security at school?*

Laptop security at school will depend on students taking proper care of them. Lockers, locked classrooms, or the IT Office are secure places for students to keep their laptops. If students leave their laptop unattended or in an insecure place, the security of the laptops is not guaranteed. If a laptop goes missing, a student should immediately report that to a teacher, their teacher or the secondary office. Students who believe that their locker is not secure should speak with the office and/or the IT department: replacement locks are available, or storage in the IT Office can be arranged.

*What happens if the laptop is stolen or damaged?*

Students should report this immediately to the IT Department. They will need to fill out an incident report form. The IT Department will process that and follow up as necessary including contacting parents, issuing a loaner, repairing the laptop, filing police reports and/or insurance claims if necessary, etc.

*Will we have to pay for damage to the laptop?*

Just like textbooks, band instruments, or other equipment used by students, students are expected to take responsibility for the care of the laptops. Any costs of repairing damage to the laptop will be charged to families. With proper care, the student should be able to avoid damaging the computer.

*How does my child print at school?*

The laptops have wireless connections to the school network, and the students will be able to print to network printers in the library, secondary computer lab, or classrooms.

*Is the laptop protected from viruses?*

ICS has a license for anti-virus software that will protect the laptops. This will get updated daily at school. It will be important for students to monitor their anti-virus software and the virus definitions. If a student does not come to school for a while, or if the virus definitions get outdated for other reasons, it is imperative that students update their virus definitions before they do any work, especially online work or using any USB disks. If students have any trouble with the automatic updating of virus definitions, they

should talk with the IT Department about the problem.

*How do I connect my child's laptop to our home printer? I need an administrative password in order to install the drivers that came with our printer.*

The IT Department will install printer drivers for you onto the laptop if you bring in your printer disks to the IT Office.

*How do I connect to the Internet at home?*

Families may connect to the internet in various ways, and different families will want different solutions. Some possible solutions for students accessing the internet at home via their laptop

*As a parent, can I access your email system and my child's email account?*

Students have been given access to the ICS communication system, Zimbra. Students may log on to the system at any time. At this time, we have not set up parent accounts, but parents may have your child log on to the system and show you what information they are getting. We are keeping track of athletic and academic calendars, as well as sharing documents and information with students through Zimbra. Similarly, we are using Moodle to create and maintain online classes. Students have login accounts for Moodle, and parents may log in with their children to see assignments, grades, etc.

*How do I make sure my child is not accessing inappropriate websites and wasting time playing games, IMing, and using social networking sites at home?*

We have software installed on the laptops to help students and families manage the students' use of the technology. We recommend that parents talk with their children and set up family rules and guidelines about what is appropriate and inappropriate and how the students should manage their time and activities.

*How can I manage my child's use of the internet at home?*

While much of the student's schoolwork may require internet access – including research and reading/posting assignments online – this can certainly be limited and managed. If access and cost are an issue at home, students can do their research & online work at school, using the laptops at home to write up assignments or do other work that doesn't require a connection. We encourage families to set up “house rules” that will help manage both the volume of internet use (both in time and data) and the balance of schoolwork and recreational use.

*What will students learn about technology?*

In addition to practical skills of how to use various pieces of software, students will learn about how to stay safe online, rules of netiquette, how to manage huge amounts of information and multitasking opportunities, and how to both find and create interesting and useful materials to share online.

*Do you teach keyboarding?*

We don't formally teach keyboarding in secondary classes, but students have had keyboarding instruction in primary classes, and we have installed a typing tutor on the laptops. We will encourage all students to use this tutor to develop their touch-typing skills.

*How is ICS addressing the issue of cyber-bullying?*

Cyber-bullying is really treated as an extension of regular bullying. Students are taught about how to deal with bullying in various forms. We have some direct lessons about

cyber-bullying as well as face-to-face bullying, and we encourage parents to be involved with their children's learning about and coping with bullying. Research has shown that a key way for children to cope with and stop any kind of bullying is to be open about it and ask for help when such things are experienced.

*How private is student information at school and on the laptop?*

Student information throughout the ICS network is private to the student, providing they keep their password secure. However, network administrators do have access to network logs and network data. The information on the student's account and on the laptop is subject to inspection by ICS administration and IT department personnel with cause. It is important that we maintain this option of scrutiny to ensure the safe and effective running of the entire network.

*What if I have a question about the program?*

John Iglar is the ICS Director of Technology. You can reach him at school or at [john.iglar@icsaddis.edu.et](mailto:john.iglar@icsaddis.edu.et)

## Parental 1:1 Laptop Agreement Form

Student name: \_\_\_\_\_ Grade level: \_\_\_\_\_

As ICS is implementing a 1:1 Laptop Program with all secondary students, I hereby agree to the following expectations:

<i>Please initial by each point</i>	
	I agree to supervise my child(ren) while using the computer at home. We will discuss appropriate use of computers and the internet within our family.
	I agree to pay a 1,500Birr deposit to ICS as a security for the safety of the laptop. I understand that this will be returned to my when I return the laptop to the school in good condition.
	I understand that if the laptop is damaged or lost, I will forfeit some or all of the initial deposit. I will also then give a larger second deposit for a replacement computer. I also understand that I will have to pay a supplementary deposit if one of the accessories (AC adapter, battery, etc.) goes missing.
	I agree to reinforce The ICS Way in Technology with my child. I will expect him/her to show responsibility and to take care of him/herself, others and this place (ICS, the laptop, networks, etc).
	I understand that any connection to the Internet at home cannot be controlled by ICS. I understand that ICS has installed some parental control software on the laptop but that it is my responsibility to use and configure it.
	I understand that this laptop is the property of ICS which has been assigned to my child for this school year. I recognize that the main priority for use of this computer is for my child in completing his/her school work.

*(1<sup>st</sup> parent)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

*(2<sup>nd</sup> parent)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

## Student Agreement Form

Student Name: \_\_\_\_\_ Grade level: \_\_\_\_\_

I understand that the ICS 1:1 Laptop Program is an important part of my education at ICS. I recognize that my use of a school-owned laptop computer is dependent on my being responsible for the computer and taking very good care of it. I agree to the school's expectations:

<i>Please initial by each point</i>	
	I agree that I must take good care of my laptop and keep it in good condition.
	I will not leave the laptop unattended. I will keep it secure (locked up) when I'm not using it.
	I will keep the laptop for my own use and won't lend it to others.
	I will charge my laptop's battery every night and bring it to school fully charged.
	I will keep food and beverages and all liquids away from the laptop.
	I will not disassemble any part of the laptop or attempt any repairs. I will also not attempt to bypass any ICS security or hack into the system. If I need to adjust the settings or fix problems, I will talk to the IT Department.
	I understand that the laptop is subject to inspection at any time. I recognize that while ICS respects my privacy, members of the school administration and the IT Department may inspect my files, data, communication, network history, etc. if they have cause to believe there is a problem.
	I agree to follow The ICS Way in Technology, as spelled out in both this handbook and the <i>Responsible Use Policy</i> which I have agreed to. I will follow these guidelines even outside the school day or off campus.
	I will immediately go to the IT Help Desk and report any problems with the computer, including any damage, loss, theft, etc.
	I understand that it is my responsibility to look after the computer, and my family will be required to pay for the replacement or repair of any equipment that I am using which may get lost, stolen or irreparably damaged.
	I understand that the laptop and all accessories are the property of ICS and that I am using them during this school year while I am a student at ICS.
	I agree to return the laptop and all accessories in good condition to ICS at the end of the school year (or whenever I stop being an ICS student).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_