

# CROSS COUNTY COMMUNITY SCHOOLS STUDENT TECHNOLOGY HANDBOOK 2020-2021



This guide is full of great information! You'll find answers to almost any questions you could have about your MacBook Air. Always refer to this document first if you have a question. If you can't find the answer to your question here, please ask your teacher or stop by the tech support office. We know you will have many wonderful learning experiences this year and your MacBook Air will be an excellent tool to guide you along the way.

## Your Responsibilities

**You are expected to bring these three (3) items to school each day. These items should not be decorated (i.e. color casing, clings, stickers, markers, etc.). You will be responsible for any damage to these items.**



**Power Adapter**



**Computer**



**Bag**

## THINGS TO NOTE

### **With your teacher's permission**

- You may listen to music if you are using iTunes only and headphones. **Any other music application or online streaming audio is not permitted.**
- Games must be school appropriate and educational at all times.
- No movies above a PG-13 rating are allowed on the school machine at any time.
- No explicit music is allowed on the school machine at any time.
- Laptops are never allowed in the locker rooms at school.

- You are always responsible for the machine, bag and power adapter assigned to you!

In addition to the tech support, there are several teachers in the building who are able to help you with your technology questions.

Teacher	Room #
Mrs. Powell	Band Room/Tech Office
Mrs. Lundstrom	Library



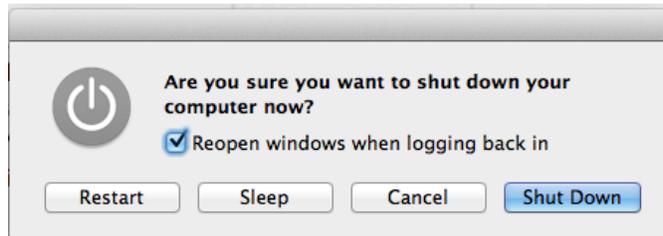
**MagSafe Power Port:** This magnetic port is for your power adapter to recharge the MacBook battery. Remember to connect to the wall outlet first, and then plug the power cord into your MacBook next. If the light is orange, it means the battery is charging. If the light is green, the battery is fully charged. When you are finished using the power adapter, disconnect it from the MacBook first, then unplug it from the wall outlet. You should bring your MacBook to school each day fully charged (100%).

**Video Out:** You can connect your MacBook to a projector device or TV. Adapters will be available in the library for checkout to use this feature.

**USB Ports:** There are 2 USB ports, which allow you to connect devices including an iPod, digital camera, external hard drive, flash drive, printer, keyboard, and mouse. USB flash drives allow you to save backups of your work and move items from one location to another. Although a flash drive is not a necessity, you may purchase one to use with the machine.

**Headphone:** This is where you would connect headphones and speakers. You may bring headphones from home. This jack can also support a microphone.

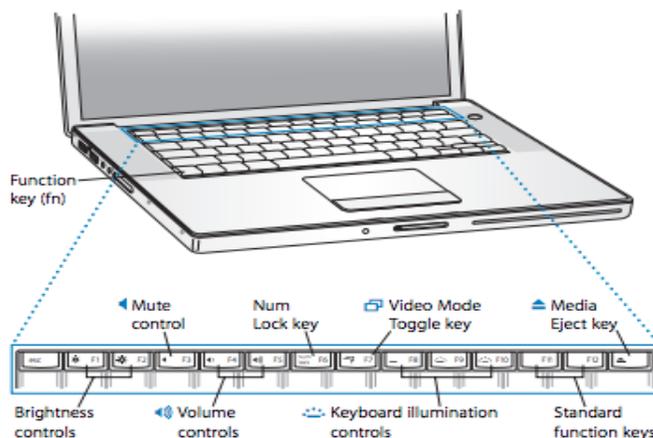
**Power Button:** The power button is located on the upper right-hand side of your keyboard. Use the power button to start your computer. To start it up, briefly press the button for a second. If you hold it down longer, the MacBook may startup and then shut down again. You can also press the power button for one second while the machine is on to restart your computer, put it to sleep, or shut it down. When you do this, the box below will appear on your screen.



**Trackpad:** Moving your fingers across the trackpad will move the pointer (or cursor). The trackpad button will select items or insert the cursor. You may scroll up, down and sideways by dragging two fingers. Or, you can use the scroll bar by clicking and dragging one finger. If you do not like using the trackpad, you may purchase a USB or Bluetooth mouse for these functions.

**Keyboard:** The keyboard will be your main source of inputting information into the computer.

**Camera and Microphone:** The MacBook has a built in webcam and microphone.



**Function Keys:** The very top row of your keyboard is where the function keys are located. The keys F1 through F12 allow you to do different functions.

F1 - Reduce Screen Brightness

F2 - Increase Screen Brightness

F3 - Show/Hide All Windows of Opened Applications

F4 - Show/Hide Dashboard

F8 - Play/Pause

F9 - Skip to Next Song

F10 - Mute Volume

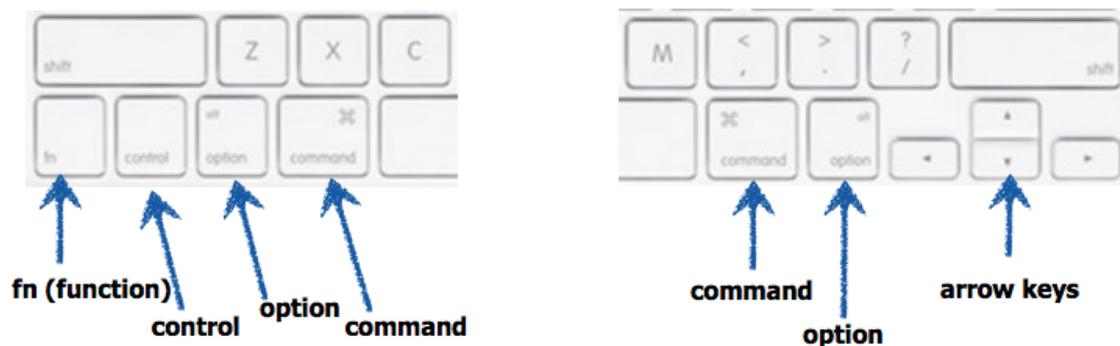
F11 - Decrease Volume

F7 - Skip to Previous Song

▲ - Eject Media

F12 - Increase Volume

**Keyboard Shortcuts:** Sometimes you can use a combination of keys to get something to work or to use shortcuts, which will help you become an efficient and effective user of the MacBook. When using shortcuts, press the specialty key first (shown below) and then the letter. Here are the specialty keys and some common shortcuts.



+ H Hide active application (does not always work with Adobe applications)

+ Q Quit active application

+ F Find

+ S Save

+ P Print

+ W Close active window

+ M Minimize active window

+ E Eject (CD, DVD, Flash Drive, Server Connection)

+ Tab Switch to next application, you can also hold the Apple key to pull up an application choice menu

+ T New Tab (web browser)

+ Z Undo

+ X Cut

+ C Copy

+ V Paste

+ A Select All

+ N New Window



**Desktop:** Once you log into your computer, you will see your desktop with the “Student MacBook Expectations” PDF file. Get into the habit of referring to these expectations when you are in doubt of something. The desktop display, the dock, menu bar, and an icon for the hard drive are also located on your desktop.

**Menu Bar:** The “Finder” is the default application opened when no other applications are active, or when you click on the desktop picture. Your menu bar will change as you move between applications. The more you use your MacBook and its’ applications, the more familiar you will become with the menu bars. Notice that there is a “Help” pull-down menu in each application. Use it to find answers to your questions. You can search for menu functions or support articles using this help menu.



**Passing Time:** Always carry your machine in the case provided by the school anytime it is being transported.

**Locks / Lockers:** Every student has the option to get a lock for their locker (provided by the school) and properly secure their laptop when necessary. Students lock combinations should not be shared with anyone else. The administration will keep a record of the lock assignments and combinations. Do not write your combination on anything and be sure to keep it a secret. Laptops are NOT to be taken into LOCKER ROOMS.

**Lunch:** Student laptops are not allowed near the lunchroom tables during lunchtime.

**Activities:** School Laptops will **NOT** be allowed to be taken on school transportation vehicles at away extra-curricular activities for liability purposes.

**Car:** Never leave a machine unattended in an unlocked vehicle, always lock your doors. Remove the machine from sight, lock it in the trunk or take it out of the vehicle to a secure location. It is still your responsibility to ensure the laptop is secured to protect it against theft or other damages. Extreme temperatures can harm your machine. Never leave it in a car when the temperatures may become extremely hot or cold. Do not leave it in conditions where temperatures are over 85° or under 40° fahrenheit.

**Think First:** You are always responsible for your machine, even at home, when traveling or anywhere else. Be sure to think about your location, how secure the machine will be and any potential damage that could happen. Take action to protect it at all times and always think about your responsibilities that come with having the laptop.

School-related files can be backed up to the school's server though syncing. Reference that section for a guide to syncing. Back up your personal stuff (music, movies, and/or photos) by using CD's, flash drives, or external hard drives.

**There are 3 options to backup your files:**

1. You can put your files on a flash drive. Flash drives may be purchased at any major superstore. Follow these steps to backup your files on a flash drive:



i) Plug your flash drive in one of the USB ports



ii) When the icon for the flash drive shows up on your desktop, double-click on it.

iii) Create a folder in the flash drive. Go to the File pull-down menu and select 'New Folder'. Name it 'Backup + the date'. For example 'Backup 011012' is the backup for January 10, 2020. You can not name a folder using a date format that includes the "/" symbol.

iv) Drag the files and/or folders you are backing up to that folder on the flash drive.

v) Each time you make a backup, create a new folder. If you run out of space on your flash drive, you can delete old backups.

2. You can also put your files on an external hard drive. External hard drives may be purchased at any major superstore. This device will work similar to a flash drive so use the steps for a flash drive from above.

3. Google Drive is your best option! Use Google Drive when possible!

**Battery Maintenance:** Your laptop battery costs around \$150 to replace and is not easily removable from your machine. Pay attention to the following icons in your menu bar throughout the day.



**Charged** - The laptop is fully charged.

**Charge Remaining** - The power cable is not plugged in, this is a rough indication of how much charge the laptop has left. This icon will turn red when your battery is in critical need of charging.

**Battery Alert** - There is an issue with the battery and it is in need of diagnosis. Please bring the computer to the technology team as soon as possible.

**Charging** - The battery is charging, when it is fully charged, the Charged icon will appear. Click and hold the battery icon, select show, then you can select whether you would like to see the battery icon only, time of battery remaining icon or percentage remaining icon in the menu bar.

**NOTE:** You are expected to come to school each day with your battery fully charged. If necessary, you will be able to plug in your MacBook with teacher permission. You should only need to plug it in if the battery is below 15%.

## Power Adapter:



- When disconnecting: unplug the power cord from the computer first, then wall.
- When connecting: plug into wall first, then computer.
- Be sure you are using the correct power adapter that came with your machine, do not use a non-Apple power cord or one from another machine.



### **CHECK IT OUT**

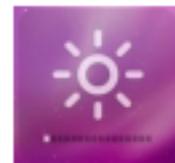
- Always monitor your battery status and usage. Come to school each day with the battery fully charged.
  - Be sure to disconnect the adapter from the computer before unplugging it from the wall. The same goes for plugging in, plug it into the wall first, then the computer.
- Battery Calibration:** Calibrating the battery is time consuming, but will keep your MacBook working efficiently.

### ***Perform the following tasks at least once a month:***

1. Plug in your MacBook and charge it fully to 100%.
2. Wait or work with your machine for at least two (2) hours (use the battery).
3. Save your work to avoid any loss and LOG OUT of your machine. Unplug the MacBook and wait or work until the battery is completely discharged, ignore any low battery warnings and let the machine shut down. This mode is known as “deep sleep” mode, you will still see the pulsing light, but without plugging in your machine it will not turn back on.
4. Let the computer sit in this deep sleep mode for at least five (5) hours.
5. Plug in the MacBook and allow it to charge to 100% uninterrupted. Complete this process in a consecutive time-frame. NOTE: Do not store the MacBook with the battery fully discharged. It could fall into a deep discharge state and be incapable of holding any charge at all.

## **Battery Life:**

- Keep the battery healthy!
- Store the battery at a reasonable temperature, 40-85 °F
- Never let your battery freeze!
- Save energy and extend your battery life:
- Keep discs out of the DVD drive if it's not in use



- Turn off Bluetooth
- Turn down the screen brightness



### **CHECK IT OUT**

- Don't forget to calibrate the MacBook battery, it will keep the battery in good condition.
- Follow the simple tips above to ensure the battery life of the machine. You can make the battery last longer by doing so.

### **Storage and Transportation:**

- Always use the bag provided by the school to transport your MacBook. Your Computer should remain in the bag all day long.
- Please refer to the "Daily Routine" section for procedures in the lunchroom or at extracurricular activities.
- Make sure that no loose items are in your case that could get inside the computer, damage the machine or mark it up in any way. These items could be loose change, pens or pencils, etc.
- ALWAYS carry your MacBook in it's case, NEVER carry it around with the lid open or try to work on it while walking.

### **Cleaning:**

Cleaning supplies for the MacBooks will be available in the Library.

Please follow these guidelines:

- NO bleach, ammonia or harsh chemical based products are to be used on the machine (Clorox wipes, surface cleaner, etc.)
- Always use lint free cloths
- Do not spray the water-based solution directly on the computer or screen
- Always shut down the machine before you clean
- Wipe down the computer, allow ample time to dry before turning it back on or plugging it in to a power outlet
- Ensure no liquid gets inside any cracks or openings of the machine
- To aid in keeping your machine clean, make sure your hands are clean when using your MacBook and never allow food or drink around the machine

### **Power Cord:**

- Ensure proper storage of power adapters, they are expensive

- Properly wind the cord, do not over tighten around the winding spool
- Leave a loop when starting to wrap the cord, this will not put too much stress where it connects to the adapter box
- When winding, use your hand and 2 fingers to create the loop and relieve the stress on the adapter cord
- Over tightening can cause the connection area to fracture, short outbreak or even burn.

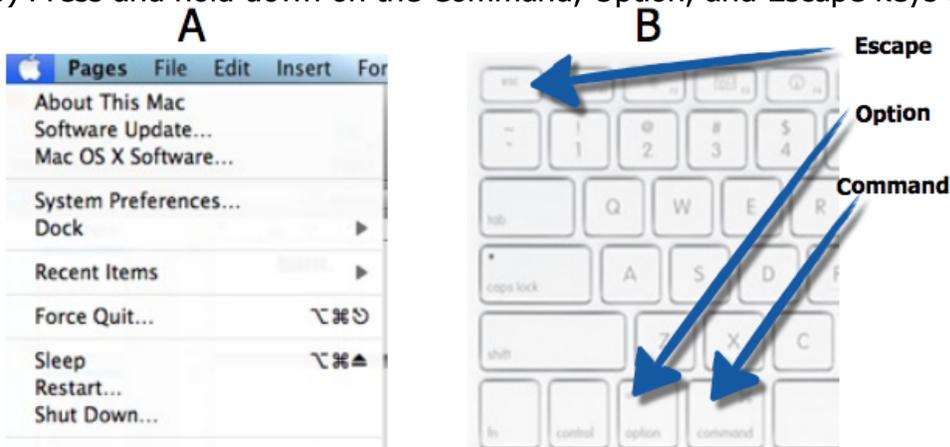
### **Frozen Applications:**

• Sometimes applications become frozen meaning that they won't respond to your keystrokes or your trackpad movements. If you have a frozen application, you can:

a) Click on the Apple in the upper left corner of the menu bar and select Force Quit.

OR

b) Press and hold down on the Command, Option, and Escape keys at the same time.



After you force quit an application, start it up again. Make sure to save your work! Some programs will auto-recover your work. To avoid losing any work, save any file when you start and frequently press command + s to do a quick save while working.

If you cannot force quit the application and you also can't restart the computer, press and hold the power button for a few seconds to force the computer to shut down. Wait 10 seconds. Then, start the computer again and launch the application once more.

**Multiple crashes:** If an application "quits unexpectedly" multiple times, please bring your MacBook to the Technology Team to get the issue resolved.

**MacBook Won't Start at All:** If your MacBook won't start at all, do the following tasks in order:

- a. Check to see that the power is plugged into a working outlet. Try unplugging and replugging the cord to reset the connection. Look for the orange or green light on the MagSafe connector.
- b. Bring your computer to the Library and fill out an online repair form.

**AirPort Wireless Communication:** The AirPort status icon is on the top menu bar. You will see up to 4 bars with 4 being the strongest connection. Be aware of your signal strength when troubleshooting wireless connectivity issues.

**COMPUTER REPAIR REQUEST FORM:** If you need assistance with a computer issue and you have tried the above suggestions, please find Mrs. Powell or Mrs. Lundstrom.

**Contact Information:**

Superintendent: Mr. Hollinger- [bhollinger@crosscounty.esu7.org](mailto:bhollinger@crosscounty.esu7.org)

Principal: Mr. DeWitt [jdewitt@crosscounty.esu7.org](mailto:jdewitt@crosscounty.esu7.org)

Network Administrator: Mrs. Powell- [lpowell@crosscounty.esu7.org](mailto:lpowell@crosscounty.esu7.org)

Technology Integration: Mrs. Lundstrom- [klundstrom@crosscounty.esu7.org](mailto:klundstrom@crosscounty.esu7.org)