

CROSS COUNTY COMMUNITY SCHOOLS STUDENT TECHNOLOGY HANDBOOK 2021-2022

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. Computers need to stay in computer bag.



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!

Mrs. Powell and Mrs. Lundstrom are your technology assistants. If you have any problems or questions, you will want to speak with one of them!

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.

Save all important files on Google drive, not your hard drive!

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.
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CHECK IT OUT

•Always monitor your battery status and usage. Come to school each day with the battery fully charged.

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

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 its case, NEVER carry it around with the lid open or try to work on it while walking.

Cleaning:

Cleaning supplies for the MacBook 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

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 plugging the cord to reset the connection. Look for the orange or green light on the MagSafe connector.

b. Bring your computer to the library.

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

Principal: Mr. DeWitt jdewitt@crosscounty.esu7.org

Network Administrator: Mrs. Powell- lpowell@crosscounty.esu7.org

Technology Integration: Mrs. Lundstrom- klundstrom@crosscounty.esu7.org