

We are very excited to continue our 1 to 1 laptop initiative at Mirman. This pedagogical tool will complement the traditional learning process by facilitating personalized learning. With the ability to take the laptops both between classes and at home each night for some grade levels, the student's learning environment is expanded beyond the traditional classroom walls.

Students will be provided with a 13" Apple MacBook that is loaded with all of the software needed for all school curriculum. Additionally, they will receive a power source and a padded laptop carrying case for their use throughout the year.

Below you will find a list of frequently asked questions that will help you to understand some of the basics of the program. Details will be discussed at length at the laptop orientations scheduled for each grade level. Please review the following list of questions before contacting the school, as it is our hope that we have addressed most questions below.

THE LAPTOP

Who is required to use a laptop?

All Mirman students and faculty are required to use a laptop as part of the Mirman School curriculum.

When are the laptops going to be distributed to the students?

In August before the beginning of the school year, Upper School students and parents will receive a laptop orientation. The laptops will be distributed at that time. Dates for the laptop orientations will be made available soon. Families are asked to RSVP via the provided survey.

LS orientations will be staggered beginning with Rooms 5 in September, Rooms 4 in October and Rooms 3 in December. All laptops will be accessible to LS students in class at the beginning of the school year.

When will students begin taking computers home?

Students will begin using computers for home assignments beginning in Rooms 3 after a mandatory parent/student laptop orientation at the beginning of the school year.

What kind of computer will be used?

Each student will be provided with an Apple Macintosh laptop. The laptop will include a CD-RW/DVD-R combo drive, integrated video camera, extra RAM memory, Apple Leopard OS, and all software required for all Mirman School classes.

Why Mac?

Apple is known as a leader in educational support with a wealth of resources to ensure the success of our program. The seamless integration of applications, cross-platform compatibility, and a secure operating system allow for maximum educational use with minimal support needed.

Is there the option of a Windows platform?

No. Mirman School has standardized on the Apple Macintosh platform for student computing. Students will use the same model in the same configuration.

What if a more powerful computer is wanted?

The computers provided in this program are appropriate for academic computing needs. There is no option for a different laptop.

Who owns the computer?

While a student at the Mirman School, the computer will be utilized by the students but remain the property of the school. The reasons for this are both legal and for the significantly lower cost of software supplied to educational institutions in volume amounts.

How much will this cost me?

The laptops are included with tuition. The insurance cost for Rooms 3 through Upper School 4 is \$150 per year. Rooms 1 and 2 are \$75 per year. This includes a 1 time per year, no questions asked repair to the machine that is not covered by Apple Care. There is no appeal process. There is a \$50 deductible. If a power cord is lost, one replacement is included. The one item that is not covered is the Brenthaven bag, which should last for the full time they attend Mirman School. Please contact David Royal with any further financial questions or concerns.

Can more than one laptop be purchased?

We are sorry that we do not have the ability to serve as a computer reseller and will not obtain laptops for other family members.

Will the laptop support external hardware (keyboard, mouse, printer, etc.)?

Yes. USB and Firewire peripherals such as a mouse, keyboard, printer, flash drive, monitor, headphone, iPod, etc., can be used.

What about battery issues and power?

Each laptop comes with an 8-cell Li-Ion Battery, which normally provides 2 hours of operation. The length of battery usage depends on the use of the notebook. Students should put their laptop in "sleep mode" when not in use, or turn them off. Students are responsible for bringing their laptops to school every morning fully charged. The school will have areas where the students can charge their laptops, if necessary.

What if a student transfers or does not graduate?

Under the terms of the program agreement, students who transfer or do not graduate must return the notebook and all equipment.

What if I am a new student transferring in to the program?

Students joining the program "late" will be issued a laptop from the "reserve" fleet or be issued a laptop from the students that transferred out of Mirman School.

Will Mirman School be providing internet safety software to be used when laptops are taken home?

Mirman School will provide internet safety on campus. The family is responsible for providing internet safety protection at home.

LAPTOP USE**Will the laptop be used in every class?**

Yes. Laptop usage will be significant; however, usage depends upon the individual instructors. Some classes are not conducive to daily incorporation of laptop use.

Is it a requirement that my student bring his/her laptop home every night?

This depends on the grade level of the child. The school requires that an US student carry his/her laptops to/from school each day. The laptop batteries are to be charged at home as this is the only way to have a full charge for the next day's learning activities. Rooms 3 through 5 students will be taking their laptops home based on assignment/project

requirements following their Laptop Orientation. If there is a special circumstance that you need assistance with, please take the following steps. Lower School students should contact the school administration LS teacher then Ms. Simmons; Upper School students should contact Mr. Beard.

Does the student have to be a computer whiz?

No. Students are provided with classroom instruction as part of their yearlong Computer Applications course while in Lower School and will be provided with any needed assistance in Upper School. Upper School Second Year students will receive training as part of their US 2 computer course. This course will provide students with the skills necessary to care for and maintain their laptops, but more importantly, it will focus on the applications that will assist and enhance their educational experience, as well as their digital citizenship.

Where should the laptop be kept when it is not needed for class?

The laptop should be kept in designated charging stations in students' classrooms or in their laptop bags under the students' supervision. Upper School students should secure their laptops in their assigned locker if the laptop will not be under their *direct* supervision.

Where do the laptops go when not in use?

Upper School students store their laptops in lockers, which have been provided to them. School rules require that lockers be locked with a school issued lock at all time. In Lower School, the classrooms are fitted with cabinets where laptops are kept between classes and overnight. Classrooms are locked when not in use.

Laptops may never be unattended on campus. Unattended laptops invite theft. Any unattended laptop will be picked up immediately by faculty or staff and turned in as a "lost" laptop. The natural consequence for leaving an laptop lying around is a temporary surrender of the laptop for one or more days.

LAPTOP & NETWORK

Where on campus can someone plug the laptop into the network?

A cable is not needed for connecting to the network. All student laptops are wireless. The entire campus can connect to the network wirelessly.

Where on campus can students connect to the Internet?

When a student connects to the Mirman School wireless network, he/she is automatically connected to the Internet (web surfing, email, etc.), as well as school network printers and file servers.

Will the student be able to back-up information on the network? Is the data protected?

Yes. Students will have managed accounts, which means that the documents folder will be backed up automatically upon log out. Students are responsible for backing up their own music and video files on a regular basis. This can be on CD or DVD media using the laptop built in CD/DVD-RW drives. They can also back up to personally owned flash drives or external hard drives.

Will students play on computers during the school day instead of going outside for break and/or lunch time? What about computer addiction?

The school has a clear policy to insure the appropriate use of laptops during break and/or lunch time. Laptops may not be used during break and/or lunch time, unless with the

supervision of a teacher. Students who violate these rules will be subject to natural consequences, a first time reminder and/or the temporary surrender of their laptops.

Additionally, the presence of the laptops will allow teachers to more accurately deal with student misconceptions about technology. For example, many students believe the Internet should be the first (and sometimes only) research source for writing papers. Seeing this in action, teachers can intervene to emphasize how the Internet is not always the best, first or even a desirable source of information

As for home use, the school will offer parents information with recommendations for the best use of the laptops at home. The issues of screen time limits, supervised Internet use, and best academic uses will be covered.

Will the student files on the laptops be private?

The school has the right to scan student files on the school's servers and school computers for inappropriate files, too many files, and other issues. "Privacy" doesn't really exist when you use a school-owned computer, and the same policy will apply to the laptops. They can and will be scanned for inappropriate files at any time.

Is any software banned or forbidden?

Yes. AIM, Limewire, Kazaa, Gnutella, and any other music sharing software other than iTunes are banned. iChat is on the computers and will work seamlessly with AIM. During the school day, the use of iChat is not allowed. Disciplinary action can be taken for having banned software on the laptop or IM-ing during the school day.

Can students play games at school?

If a game or scenario software is used by a class for academic purposes, the school will purchase licenses and install the software for student use. Other than that, the laptops won't be used for gaming during school hours, and game software will not be installed. As noted above, students cannot install their own software on the laptops, even if they own legal copies.

What about music and movies?

Music and movies will be allowed for academic reasons (such as support for a report) but not for recreational uses (watching videos or listening to music fests during break times).

LAPTOP USE OUTSIDE OF MIRMAN SCHOOL

Can the student keep the computer during the summer?

No.

Can the student connect to the school resources from home?

Many of the school resources will be available via the Internet, and thus available at home. Please visit the teacher and librarian websites for specifics on how to access these tools.

Will Mirman School provide Internet access and wireless at home?

No. That is the responsibility of the parents. If parents have wired or wireless Internet access at home, then students can simply connect their laptop to their Internet Service Provider. The laptops are not configured with a dial-up modem, which is required for dial-up Internet access.

Will Mirman School be providing Internet safety software to be used when laptops are taken home?

The Mirman School will provide Internet safety on campus. The family is responsible for

providing Internet safety protection at home.

Why is dial-up not supported on the Laptops?

Due to the performance requirements of online resources, dial-up access is not a feasible option.

Can my son/daughter print at home?

Certainly. However, it is up to the parents to provide a printer at home. The Macintosh operating system has built in support for printers and is compatible with most printers. Mirman School only supports home printing on printers that connect via USB cable or can directly connect with the HP drivers installed for the printers accessible on campus. Any printers that require a driver (or software) to be installed will not be supported.

Mirman School monitors laptop usage at school, but who monitors it at home?

The monitoring of the laptop at home is the responsibility of the parents. It is the school's belief that when students are not on the Mirman School campus, parents have full authority to restrict their child's laptop usage. Examples of appropriate use would be:

- * In a family room with parental supervision, and not in a child's bedroom.
- * At certain preagreed upon times of the evening or weekend.
- * Leaving the laptop at home rather than taking it on a trip.
- * Be aware of all the documents and other contents on the laptop.
- * If you have any concerns, bring the laptop to the Mirman Technology Department for examination of its contents.

LAPTOP UPGRADES

Will Mirman School update the operating system or software?

The major software updates will be provided through re-imaging the laptop every summer. During the rest of the school year, only critical updates will be performed.

Will the computer and software become outdated during the three years of study?

The laptop lease includes a program for updating the operating system and iLife/iWork suite of software. The laptops will be updated every summer if such an update is available. Software may be upgraded or added ensuring that students' laptops are always up to date over the summer as well.

Can I install my own software?

The school does not have the ability to allow custom/individual application installations. Applications installed on the laptops are standardized so that the configuration on the laptop is stable and reliable for support of the curriculum.

LAPTOP SUMMER RE-IMAGING

What does it mean to "re-image" a laptop?

Re-imaging a laptop wipes out everything on the laptop and installs a new image. The laptop is setup just like the first time the student received it. Re-imaging will be done every summer. It is the responsibility of the student to backup and restore any of their personal documents, music, pictures, software programs, etc. before a laptop is re-imaged. The laptop must be turned in to the Mirman School Technology Department each summer in order to be re-imaged with the latest operating system and software.

ACCESSORIES

What type of backpack should my student carry?

Backpack size will only impact Rooms Three students. Parents of children in Rooms Three should keep in mind that the laptops should fit in the backpacks along with their books. Rooms One and Rooms Two students will not need be responsible for transferring their laptops outside of their classrooms. Rooms Four through Upper School Four will be provided a carrying case with a shoulder strap that will be carried in addition to their backpacks. The student is responsible for this bag, as it should be used for the remainder of his/her time at Mirman School.

What accessories come with the laptop?

The laptop comes with a power supply, its extension cable, and protective carrying case. All school-issued laptops must be transported in the school-issued laptop case. Above listed accessories are the only items to be carried in the carrying case. No books, papers or other items should be stored in the case.

What additional options would you recommend?

Parents do not need any additional options. However, some students might want to purchase a mouse to be used with the computer. Home printers can also be used with the laptops. (See "Can my son or daughter print at home?" above for more information.)

TECHNICAL SUPPORT**What if there are hardware or software problems with the computer?**

If a problem occurs, it should be reported immediately to the teacher who will determine if the issue should be directed to the Mirman Technology Department. Issues that escalate to this point should be entered into our technology support ticketing system School Dude. It is important to remember that the Technology Department personnel cannot help a student with a laptop issue if they are unaware of the problem.

What should be done if the laptop is damaged?

If a laptop is damaged, it should be reported immediately to Mirman Technology Department and the child's homeroom teacher. A Laptop Damage or Loss form will need to be filled out on School Dude at this time. Mirman School Technology Department personnel will provide the student with a loaner and troubleshoot the problem as soon as they are informed of it.

What should be done if the laptop is stolen?

If the laptop is stolen, the theft should be reported immediately to one of the following people: the child's homeroom teacher, Ms. Ujamaa, Dr. Garrard, Mr. Olds, Mr. Dovlatyan, Mr. Beard, or Mrs. Simmons.

Where does a student go for maintenance?

Students will receive instruction regarding basic care and maintenance as part of their orientation and Computer Applications class. Should the issue exceed that of their classroom training, the student should notify the classroom/homeroom teacher so that the issue can be further investigated by the Technology Department.

What does my son/daughter do if his/her laptop is sent in for repair?

Students are provided with a loaner laptop. All information should be saved to your child's own personal profiles, so when they log onto the loaner, they will have access to all of the content on their assigned laptops.

With what problems can the Instructional Technology Specialist and Computer Applications Assistant help a student?

The Computer Applications teacher can help the student troubleshoot numerous common problems, such as:

- * Printing issues
- * Connecting to our network
- * Make suggestions for equipment for home
- * School-installed software

What if there is a problem at home?

Due to the considerable variety in computer setups in homes, the Mirman School Technology Department can only offer suggestions on home equipment. Any problem with school supplied software or the laptop itself should be reported immediately to the Instructional Technology Specialist upon return to school the next day.

Will someone from Mirman School come to our home and help set up our home network?

No, but we can provide names of consultants who will make house calls for a reasonable charge.