



# Student Technology Information Booklet: 2017-18

## Inside this Booklet:

- Important Notices
- Letter from the Director of Technology
- Computer/Mobile Devices: Requirements and Support
- Online Safety
- Acceptable Use Guidelines
- Preparing Your Computer for Connection to the LA Network

## **IMPORTANT NOTICES**

Parents and Students: Please read now.

- All students **are required to own a laptop** (Mac or PC) and are required to bring it to class if requested by their teacher (Chromebooks and iPads are NOT recommended as a substitute for a laptop).
- All new students will be **given accounts on Microsoft's Office 365** where they can download, for free, **the full version of Microsoft Office** in addition to having access to the many other features of Office 365.
- It is **required** that all students have Microsoft Office on their laptops.
- Boarding students are encouraged to **bring their own printers** to campus. However, please note that **wireless printers are not permitted on campus** as they can cause interference with our wireless network.

More details on the above items can be found in the *Letter from the Director of Technology* contained in this handbook.

**June, 2017**

Dear Parents and Students:

The primary reason for creating a campus-wide network is to provide an information-rich environment which enables students and faculty to find information from a multitude of sources and in which they can continue to communicate and collaborate more productively as well as handle an ever increasing complexity of information sources.

Lawrence Academy has a state-of-the-art, campus-wide, *Windows Server*-based network. Most buildings at Lawrence Academy, including all academic buildings and all dormitories, have wired and/or wireless access to this network. Access to the Internet is provided through fiber to most school buildings and all students are provided with their own network and email accounts. All of this combines to provide students with the ability to access email, the Internet, cloud-based resources and library databases. This letter provides you with important technology information for all parents and students. Please read it carefully.

### **Laptop Program**

*All students are required to own a laptop.* There are few computers on campus for public use so it is highly advisable that students bring their laptops to school each day. Teachers have the option to require students to bring their laptops to class. Short-term loaner laptops are available through the IT department upon request.

### **Office 365 and the Microsoft Office Suite**

*It is required that all students have Microsoft Office on their laptops.* To this end we are providing to all students *a free account with Office 365.*

*Microsoft Office 365* is a modern collaboration platform that provides a full-featured email system with web access, integrated calendaring, a campus contacts directory, support for mobile device access, and 50 gigabytes of email storage and 1 terabyte of document storage per account using *Microsoft OneDrive.*

### **Email**

Office 365 is used for email communication by the LA community. Since email is stored in the cloud each student can access their email from any device and from any location with an internet connection.

## **Student Responsibilities**

Giving students access to these resources implies that students must take responsibility for using the network properly. Accompanying this letter is a statement of the network *Acceptable Use Guidelines*. We expect that students will read these guidelines carefully and will use the network in an acceptable fashion.

Email is the way faculty and students communicate at Lawrence Academy. *It is expected that all students check their Lawrence Academy email every day and use only their LA email accounts to communicate with faculty and staff.* Failing to do so could cause students to miss important information.

We feel that it is important that parents and students understand the usefulness as well as the dangers of using the Internet. Accompanying this letter is a document on online safety that we hope will inform parents and students on the proper ways to use the Internet.

## **Network Access**

All students (boarders and day students) who bring their own properly-configured laptop, smartphone or tablet to campus will have wired and/or wireless access to the campus-wide network. Internet, email, Schoology (our online learning management system) and the library databases will be available at all times. Laptops running *Windows 7* or greater, or *Mac OSX 9.0* or greater will be supported. Students with laptops using another operating system cannot be guaranteed access to the LA network. All smartphones and tablets are supported, except for *Blackberry* phones.

## **Data Backup**

We urge all students to back up their important data as often as possible. Lawrence Academy provides free access to the cloud-based service *Microsoft OneDrive* for this purpose but students are free to back up their data to any device or storage area such as USB flash drives. The IT department recommends using *One Drive* which comes as part of the *MS Office* suite of software.

## **Computer Information**

Although the Lawrence Academy computing environment is primarily *Windows*, it is not necessary for a student's computer to employ that operating system. Selecting an operating system is a personal choice, and reasonably new laptops that are either *Windows* or *OS X*-based will serve most student needs. Please read the section of this handbook called *Computer/Mobile Devices: Requirements and Support* for more details.

*Boarders should have their own printer* in order to get their assignments printed in a timely fashion; otherwise, they will have to go an academic building to print their documents. *Boarders are not allowed to bring a wireless printer to campus* because it causes interference which can negatively impact our wireless network.

## Device Registration

Lawrence Academy is very aware of the numerous security breaches that can occur on a computer network. At LA, we have instituted a device registration system for all users of the LA network. The first time a user connects their computer, smartphone or tablet, to the LA network, they will need to launch their web browser and register their computer. Until this registration process is concluded, the user will not be able to use the LA network. *Students who use a Windows-based computer must use Lawrence Academy's VIPRE antivirus package, and therefore must first uninstall any other anti-virus packages on their computer.* Smartphones, Apple computers and most tablets do not need to install antivirus applications or updates. This registration process includes:

- Installing the latest *MS Windows/OSX* updates (*Mac and Windows*)
- Installing Lawrence Academy's *Vipre* antivirus software package (*Windows users only*)
- Registering your computer, smartphone or tablet, by entering your network username and password (all devices)

Students can save time during the registration process by *performing critical updates to their operating system a few days before the first day of school.* The configuration directions can be found in the appendix to this document. We highly recommend that this configuration be performed within one week (not earlier) before arriving on campus.

I hope that you will have a fun and restful summer. We look forward to seeing you in September. If you have any questions, please feel free to call me at (978) 448-1506 or by email at [mburkholz@lacademy.edu](mailto:mburkholz@lacademy.edu).

Sincerely,

Mark Burkholz  
Director of Technology

# COMPUTER/ MOBILE DEVICES: REQUIREMENTS AND SUPPORT

## **Laptops**

*All students are required to bring laptops to campus.* All academic buildings and all dormitories are connected to LA's computer network. Everyone has free access to the LA network through a wired and/or a wireless connection. In order to access the LA network, you will need a laptop that has the following minimum requirements:

1. A laptop running *Windows 7* or greater, or *Macintosh* running *OSX 9* or later.

\*Note: Chromebooks and iPads are not recommended as a substitute for laptops since they can only use the cloud-based version of *MS Office* which might be missing some features that are needed for academic use.

2. 300 MB available hard drive space.
3. Wireless capability (for wireless connection)
4. (Optional but recommended) Functional installed Network Interface Card (NIC) with RJ45 connection (for wired connection). This is very useful in dorms where a wired connection is usually faster than a wireless connection.

## **Printers**

Boarding students are encouraged to bring their own printers. **However, students are NOT permitted to have wireless printers.**

## **Mobile Devices**

The Lawrence Academy network supports most mobile devices. Tablets, such as the *iPad*, and most smartphones, such as the *iPhone*, can connect to the Lawrence Academy network, after undergoing the online registration process. However, our network will not support the *Blackberry* platform.

## **Support**

The IT Department is not responsible for repairing student computers. As a courtesy to students, the IT Department will provide a list of several outside computer service companies to repair student computers. Lawrence Academy assumes no responsibility for the quality of work or repairs done by these companies.

The IT Department posts technology-related directions on the LA support site at <http://support.lacademy.edu>. This site contains documents on such topics as how to access email and, how to receive email on your *iPhone/iPad*. To access these support documents, do the following:

1. Launch your web browser and go to <http://support.lacademy.edu>
2. Click on the appropriate document to view the directions online
3. Note that in addition to reading the documentation on the support site you can download the PDF version for some directions by clicking on the attached document at the bottom of the screen.

## **Online Safety**

Providing access to the internet means that Lawrence Academy will endeavor to provide a safe online environment. The Lawrence Academy network is protected from hackers by a firewall that also has software that filters inappropriate web sites. This means that most pornographic web sites are blocked from student access. However, no Internet filtering system is foolproof and students will be able to access pornographic sites at times. Computers are placed in the academic buildings in locations that make it difficult for students to access inappropriate sites without other people seeing what they are doing.

We feel that it is incumbent upon us to educate parents and students about the possible dangers of going online. Below are listed a few, but not all, of the online tools that students use that could pose a danger to students if used unwisely.

### **Chat Rooms**

Chat rooms allow participants to engage in live conversations with other people from around the world. Chat rooms are organized around topics such as movies, music, or computers. Everyone in the chat room can see what participant's write. People can also invite each other into "private rooms" for chats in which no one else can participate. Although most of the chats in these rooms are innocent, chatting is often done with complete strangers. Sometimes people will arrange to meet or give information to each other that is inappropriate, and some participants even engage in explicit sexual chats. These rooms have gotten most of the publicity concerning child molesters who later arrange to meet with unsuspecting teens.

### **Instant Messaging**

People can set up private live chats with other people using instant messaging. Most students use this tool to stay in contact with their friends and relatives. However, the danger is that people that you have never met can also use this tool with which to seek inappropriate information about users and their family.

### **Email**

Email is a wonderful way to stay in contact with friends and relatives. At LA we frequently use email as a means of communicating with students. Unfortunately, email can be misused like any other online tool. Sometimes unwanted email is sent to people as advertising. Email sometimes contains attachments that contain viruses. Email that is abusive or harassing can also be sent to unsuspecting users — and the return address cannot be relied upon to reflect who the real sender is. The good news is that email accounts at Lawrence Academy do contain a reliable return address.

## **Newsgroups**

Newsgroups act much like a bulletin board hanging in a grocery store. Users can read and post messages or upload and download files, but they cannot participate in a live chat. All users can read any posted message. A danger of newsgroups is that they may contain material that is not suitable for minors.

## **Social Media Sites**

Social networking sites such as *Facebook* are areas on the web where students can create their own web pages and view the web pages of their friends. This can be an innocent and fun activity. However, sexual predators have used these sites to become friendly with unsuspecting kids and some kids have posted inappropriate pictures or information which can entice sexual predators or affect future employment if these sites are viewed by potential employers.

### *Online Safety for Teens*

The Internet can be a wonderful place for teens to communicate with their friends. However it can also be a dangerous place as well. A helpful website for educating students and their parents on the safe use of the Internet is at the [SafeTeens.com](http://SafeTeens.com) website.

If you have any questions or concerns, please feel free to call Mark Burkholz at (978) 448-1506 or email him at [mburkholz@lacademy.edu](mailto:mburkholz@lacademy.edu).

## ACCEPTABLE USE GUIDELINES

Lawrence Academy has a school-wide network for the purposes of doing research, enhancing student learning and fostering communication within the LA community. The network provides access to software, databases, an automated card catalog, e-mail, and the Internet.

The purpose of these guidelines is to ensure that students using the information resources will do so responsibly. Students who fail to follow these guidelines may lose their access privileges and may face disciplinary action, which may include, but not be limited to, probation, expulsion contract, or dismissal at the discretion of the director of student life and/or the head of school. Students who use LA's systems and networks are responsible for following the guidelines listed below.

The computers in the school are to be used only for academic use during the academic day and during study hours. This means no game playing, online chatting, etc. Lawrence Academy, its agents, faculty, and staff reserve the right to access and monitor every computer at any time for any reason without notifying the user. Students should NOT expect that computer use for any purpose, including but not limited to e-mail, is private or confidential.

Student-owned computers may be disconnected for an indefinite period of time from the LA network if the computers are compromising network security. The best way to avoid this problem is to keep computer virus protection up-to-date, to perform regular updates to the computer operating system, and to avoid installing any suspicious software.

Users recognize that systems and networks are imperfect and will not hold Lawrence Academy responsible for lost work or time that may arise from their use. Lawrence Academy cannot compensate users for degradation or loss of personal data, software, or hardware as a result of their use of LA-owned systems, software, or networks, or as a result of assistance they may seek from members of the technology department.

Responsible users may

- Use the network for academic use and to access appropriate sites for personal use.
- Use the network to communicate with others in an appropriate manner.

Responsible users may not

- Harass anyone by sending uninvited communication or by sending communications that contain offensive language or insult anyone's race, religion, or sexual preference.
- Send electronic information from accounts that do not belong to them without the owner's authorization.
- Violate the rules of common sense and etiquette.
- Use the network for any illegal purpose.

- Access, download, or print from any objectionable, pornographic, or otherwise inappropriate sites.
- Change any computer files that do not belong to them.
- Use the network in such a way as to disrupt use of the network by others or abuse access time (e.g., downloading huge files such as, but not limited to, music or video files; sending mass e-mail messages).
- Download, copy, or otherwise distribute any software or computer code (e.g., viruses, worms, Trojan horses) the purpose of which is to disrupt a computer network or individual computers.
- Use the network for non-school related activities during the academic day or during study hours (e.g., games playing, instant messaging, etc.). G and M/X blocks are considered part of the academic day.
- Store any non-academic materials on the school file server without permission.
- Run any server software (e.g., web server, ftp server, game server) from their personal computers without permission.
- Use a personal wireless access point on campus.
- Access unauthorized or inappropriate areas on the Lawrence Academy network or change or interfere with information found on the network.
- Violate system security and integrity in any fashion.
- Make unauthorized copies of software or information.
- Send or get copyrighted materials without permission.
- Use a modem or any other hardware or software to bypass the network and/or any restrictions imposed thereon.
- Print excessive or unreasonable amounts of pages on school-owned printers.
- Unplug, modify, or tamper with computers, terminals, network equipment, displays, printers, etc.

Lawrence Academy reserves the right to change or modify these rules and restrictions at any time. Your continued use of the network or school computing environment signifies your acceptance of such changes or modifications.

## **APPENDIX: PREPARING YOUR COMPUTER FOR CONNECTING TO THE LA NETWORK**

**UPON** arriving on campus, you will be given directions on how to register your computer with the LA network. Once the registration process is complete your computer will be able to connect to the network.

**Before** arriving on campus please do the following:

### *Windows users*

- Uninstall your personal antivirus package (**VERY IMPORTANT!**)
- Install the latest Windows critical updates

### *Mac users*

- Install the latest OS X critical updates

**After** arriving on campus:

### *Windows users*

- You will be given directions on how to install the required *Sunbelt Vipre* antivirus package and how to register your computer on the network

### *Mac users*

- You will be given directions on how to register your computer on the network