



# Loudonville-Perrysville Village Schools

## Teaching and Learning with Technology

---

### Why One-to-One Computing?

- To prepare students for the future – either college or the workplace.
- Immediate availability of digital resources.
- All students will have equal access to digital tools.

### The Laptop



- Hardware - each student is issued a Lenovo Think Pad “IBM” with a 11.6 inch screen
- Software – Windows 10 Education, Microsoft Office 2016
- Replacement cost - \$571.00

### The Sleeve



- **All students are REQUIRED to use the school issued sleeve.**
- It is designed specifically for your laptop.
- Each sleeve will have an ID attached with the student’s name.
- The sleeve includes pockets for cords and has extra padded protection.
- Replacement cost - \$17.95

### Additional Items Issued to Students Include:

- Ear buds – replacements may be purchased at school for \$5.00

- AC Power Adapter – replacements may be purchase at school for \$29.97

## The Laptop is on Loan

- The laptop is the property of the L-P School District and is on loan to the student for academic use during the school year only. The laptop will be labeled externally and internally with each student's information.
- All students will return the laptop and items at the end of the school year and the items will be re-issued the following year.
- Damage or technical problems to the laptop must be reported as soon as possible. The student should submit a HelpDesk ticket by emailing [lopr\\_help@teccsa.net](mailto:lopr_help@teccsa.net) The Technology Department will try to assist remotely and/or request that the laptop be brought to the Loudonville High School.
- In case of theft, vandalism, and other criminal acts, **a police report MUST be filed by a parent within 48 hours of the occurrence. A copy of the report must be given to the school office.**



## Take Care of the Laptop Screen

- Do no spray anything directly onto the screen. Spray a SOFT cloth with a mild cleaner then wipe the screen. Wait until the cleaner has dried before closing the laptop or turning it on.
- Do not close the laptop lid with a paper(s) between the screen and keyboard. The papers will scratch the screen.
- Do not touch the screen with any sharp objects.

## Battery Care

- **Extreme temperatures are bad for the laptop.**

- Temperatures greater than 110° F can cause the battery to explode. Do not leave the laptop on top of a heating vent or inside a car when it is hot outside.
- If the laptop has been in extreme cold, bring it inside and allow it to slowly warm up before you turn it on.



## Safely Transporting Your Laptop

- ALWAYS use the laptop sleeve when taking the laptop outside.
- **Turn the laptop OFF before you put it in the sleeve.** The laptop will overheat if placed inside the sleeve without being powered down.
- **Do NOT carry the laptop by the screen.** It can easily slip out of your hands or damage the screen.
- **Carry the laptop by the base-use both hands to hold the bottom.**

## Keep the Laptop Off the Floor and Away from Drinks

- NEVER leave the laptop on the floor. If someone accidentally steps on the screen, it will crack.
- Leaving the laptop on the floor is considered neglect and you will pay for repairs if the laptop becomes damaged.
- Cost of a replacement screen is \$55.00
- The laptop is NOT waterproof – keep all drinks away from it.



## Taking Care of the Laptop

- Do not write, draw, scribble or color on the laptop.
- Do not put stickers on the laptop.
- Do not remove the name sticker on the front of the laptop.

- Do not attempt to open or pry into the internal parts.
- **Shut the laptop down properly by going to the start menu and selecting Shut Down-do not hold in the power button.** Holding the power button may cause damage to the system board.
- Do not attempt to repair the laptop. Take it to the Technology office.

## Tech Help Procedures

- The L-P Technology Department CANNOT diagnose your home connectivity issues.
- If you have issues with your laptop submit a HelpDesk ticket by using your student email account and send to [lopr\\_help@tccsa.net](mailto:lopr_help@tccsa.net) or a parent may use their personal email.
- If the Technology Department cannot quickly and easily resolve the laptop trouble, the laptop will be returned to its original set-up.
- You must regularly back up all your files to your student folder on the server, a USB drive, or your Google drive.

## Content Filter

- The L-P District uses iboss as a filtering system. It works automatically at school and home.
- Students are responsible to report sites that they discover need blocked.
- Filters are not perfect – parental guidance is suggested.

## Question or Concerns?

If you have questions, please contact your student's building principal or the Technology Department by emailing [lopr\\_help@tccsa.net](mailto:lopr_help@tccsa.net)

McMullen Office – 419-994-3913

Budd Office – 419-994-3327

LHS Office – 419-994-4101