



## **Student Laptops at Friends Select School Information, Policy & Usage Agreement 2011-2012**

Friends Select encourages families to consider providing laptops for children in grades 9-12. Friends Select maintains a computer lab and laptops for student academic work in classrooms and in the Ruth Hallowell Gray Library. Increasingly, however, students are finding it useful to have their own laptops. A number of students have had good success with the less expensive Netbooks. An increasing number of classes are using electronic textbooks. This does not require a student to have their own laptop but it is helpful.

The school is wireless and students with wireless laptops are able to connect to the school's network from anywhere in the building.

### **Requirements for full network access:**

- Wireless PC Laptop, Netbooks or Wireless Tablet PC with windows 7, XP or Vista. (Macbooks with OS 10 or better also work well.)
- Current subscription to virus protection software
- Completion of **Student Personal Laptop Usage Policy** agreement

### **Software recommendations:**

Friends Select is standardized on Microsoft Office Professional. It is useful for students' software to be compatible with Office Professional. If students complete assignments and hand in printed copies they can use any software. If students want to submit work electronically, the software needs to be able to save the work in a format that is readable by Microsoft Office Professional. OpenOffice is a freeware alternative to Microsoft Office Professional. It has a PC and a MAC version. It is a little slower but has good functionality. OpenOffice can be downloaded from <http://www.openoffice.org/>.

Regardless of whether a student's laptop is connected to the Friends Select network, all laptops brought into school by students must be registered with the network administrator immediately so that any network conflict can be avoided. Mac OS X computers will require a Windows Remote Desktop Connection application in order to connect to the network and use all of its resources. The network administrator will be able to do this for the student. Windows computers already have this program installed.

Please note that students bring their laptops to school at their own risk. The school is not responsible for laptops that are lost, damaged or stolen. Students are instructed to secure their laptop in their locked locker when not in their possession.

**Usage Policy & Agreement:**

The purpose of this agreement is to establish an understanding with users of their own personal laptops that Friends Select School has a right to protect its network and technical resources. If users want to access the school’s resources with their own personal laptop they must abide by these rules. In addition to the Friends Select Technology Acceptable Usage Policy, I agree with the following statements pertaining to my personal laptop usage at Friends Select School.

**Anti-Virus Software**

- I agree to have a paid subscription to Anti-Virus software installed and running at all times, inside and outside of school. I agree to maintain updated Virus Definitions installed for the Anti-virus software.

**Microsoft Windows Patches (if applicable)**

- I agree that I will keep the computer’s operating system fully patched with critical and security updates.

**General**

- I agree that any faculty and/or staff member may examine my laptop at any time for the purpose of verifying that my personal laptop is in compliance with this agreement.
- I agree that my computer’s name is \_\_\_\_\_ and will not change.
- I agree that Friends Select is not responsible for any support of my laptop or any possible damage the connection to the Friends Select network may cause.
- I agree that I am only given access to the Internet from within Friends Select School.
- I agree that I am only to use FSS managed wireless access points to connect to the internet from within school grounds. I understand that connection to third party access points is not permitted.

Name \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Name and brand of laptop \_\_\_\_\_

Return to:  
Friends Select School  
Att.: Chris White  
17th & Benjamin Franklin Parkway  
Philadelphia, PA 19103  
(215) 561-5900