

# Apple ID

VCS Uses "Managed Apple ID" on school devices

- Preloaded on each device
- Violation of school policy to sign out of this ID or tamper with it in any way.
- Non-commercial account (cannot download apps)
- School may push out apps deemed to be of educational value.

# Getting to Know Your MacBook

- Self Service
  - School pre-loaded links and downloads
  - Maintenance – Mr. Fix It
- Dock (Toolbar on the bottom)
- Finder (Documents folders)
- Pages, Numbers, Keynote (MacBook version of Word, Excel, PowerPoint).
- Go online for tutorials and resources
  - [www.vicksburgcatholic.org](http://www.vicksburgcatholic.org) > Academics > Technology

# Office 365

- What is Office 365?
  - Outlook Email (you may put Outlook app on personal smartphome)
  - Microsoft Office (Word, Excel, PowerPoint)
  - One Drive (remote file storage)
  - Collaborative tools and more
- Expected to check email at least twice per day (morning and afternoon).

# PlusPortals

- New online system replaced Edline
- Grades (real-time as teachers enter them)
- Online assignments to do at home and at school
- Calendar
- Attendance & much more!
- Parent & Student accounts are very different. Do NOT share!
- Has companion mobile app that you may install on your PERSONAL devices
- Activation information is waiting in your email inbox. Please read and follow when you get home.

# What to do if you have a problem with your MacBook? Do in following order:

1. Reboot the machine (Apple symbol – restart). HARD reboot (press & hold power key for 5 seconds) if necessary.
2. If you still have a problem after #1, run Mr. Fix-it in Self-Service.
3. If you still have a problem after #2, send an email to [helpdesk@vicksburgcatholic.org](mailto:helpdesk@vicksburgcatholic.org). Be very descriptive of the problem and include student's name. If student doesn't have access to email at the moment, parent or faculty member may send on student's behalf. Tech support available during regular business hours.

# Printing

- Print at home before coming to school.
- Do not connect to any school printers.
- If you do not have a printer at home or some other difficulty preventing you from printing at home, you may print documents by emailing the file to [printme@vicksburgcatholic.org](mailto:printme@vicksburgcatholic.org). You may pick up your print job in the St. Aloysius library. Bring \$0.25 per page when you pick it up.

# **The MacBook is the property of Vicksburg Catholic School.**

- It is intended for educational use
- Usage is a privilege
- Supports the learning environment

**Read & Follow the Responsible Use Policy (RUP)**

# Caring for the MacBook – See your packet when you get home.

- Charge MacBook every night. Power management tips:
  - Close cover going between classes
  - Shutdown when leaving a location
  - Keep up with your charger. Replacement cost is \$95.
- MacBook screen is made of glass. If dropped, it can break!
- MacBook has a slick surface; grip it carefully.
- Don't leave it where the temperature gets cold or hot (over 95°F or under 32°F for long periods of time)
- Protect it from liquids and high humidity.



- Don't share your MacBook
- Keep it in the padded sleeve/bookbag when not in use
- Treat it as if it were your own
- Student code of conduct applies
- Do not deface the MacBook
- Do not remove protective cases or skins
- MacBook is subject to inspection at any time

# Stay Safe Online

- Be careful about what you share
- Once something is posted, it may be permanently available to the world
- Safeguard your passwords
- Use a strong password
- Beware of strangers
- Safeguard your identity
- Never share your vital numbers (social security, address, email) with unknown sources
- Be cautious when sharing data with web sites

# For Parents/Guardians

- Monitor students at home
- Read and follow the Responsible Use Policies (RUP)
- Encourage and help your student to learn the MacBook and online services.
- Have them show you what they are doing in class