



ISD LAPTOP GUIDE 2020-2021

CARING FOR THE MACBOOK

Charging the MacBook Air

The MacBook should be brought to school charged. The charger provided with the laptop should be used to charge the laptop at home, and left at home. This will ensure that chargers are not lost or misplaced. Modern laptops *should not* be used until the battery is at 0%, and it is advised that whenever possible, the MacBook should have its charge “topped up” by plugging it in to the charger. Please **DO NOT** leave it charging constantly, as this will damage the battery in the long term.

Battery Life

The MacBook Air under normal use will have enough power to get through a school day. The school has spare chargers in the case that a student needs to charge their laptop. Laptop batteries will lose their charge much faster when using certain software (such as video editors) or when visiting websites that have videos playing. The display brightness can also have a huge effect on battery life. We will discuss these things with students to make sure they are getting the best performance out of their laptops.



The International School Delft is a 1 to 1 laptop school using Apple MacBook Air computers in lessons. The MacBook Air is a reliable and well built laptop. They are easy to use, and light to carry. With good care they should be able to provide years of good use. We want students to use the MacBooks in and out of lessons. We want them to learn the skills that they need to succeed in today’s world, while at the same time getting inspiration to try new things.

In this guide, we will discuss the use of laptops at school.



Transporting the MacBook

Students must always transport their MacBook safely in their school bag. We strongly recommend keeping the MacBook in a plastic bag in the laptop pocket of their school bag. In the case of rain, this will keep water from causing damage to the computer. In school, we ask the students to carry their laptops in their bags when moving from one class to another. If a laptop is carried from one place to another, we ask the students to close the laptop and carry it with both hands, using the “laptop hug”. This will reduce the risk of dropping the MacBook while moving.

Protecting the MacBook

MacBook Airs, just like any other electronic device need a little care to keep them looking good and working well. We request that **NO STICKERS** or decorations are applied to the body of the MacBook while they are still under the loan agreement. They should not be left on chairs or stools, and should be kept away from the edges of tables.

There are a huge number of “shell” covers, keyboard protectors and other accessories that can be used to protect the outside and inside of a MacBook. These are non-permanent accessories, and the buying and using of these accessories is up to the individual student / family. Amazon.nl and Bol.com are two websites where you can buy fairly inexpensive covers for your Macbook.

SCHOOL USE

In lessons

Laptops will be used in lessons with the permission of the class teacher. Students should wait for teacher instructions to use their laptops, and use the laptop only to do the work that is assigned. Students should use only their *own* laptops in lessons.

During study time

Students are encouraged to use their laptops during study time in the Learning Hub and Media Centre. We expect students to use their MacBooks only for school activities. Students will receive lessons and advice about the use of their laptops with regards to ethical behaviour and personal safety.

Use of social media, games (online or offline) and other forms of entertainment **is strictly not allowed**. We consider the laptop a learning device.



Saving files

Students will receive Google accounts (G Suite for Education). These will be private accounts that are not accessible by anyone other than the students themselves. Work will be saved online and can be accessed on any computer by the student by logging into their school account. G Suite offers “limitless” disk space to students, and using Google’s Drive File app, files can be saved and backed up immediately. The school will also issue school Apple iCloud accounts. This account can be used to save work done with Apple Apps, and each student will receive 200GB of space.



Collaborative work

Collaborative work is integral to student work at the ISD. Using Google Drive, students and teachers will be able to share work and feedback with ease. Our online environment of Google Classroom will allow assignments to be shared easily by teachers. We fully embrace and encourage collaboration in class, both in person and digitally. This will be for school work, school projects and the students’ own interests and self-learning

Home Learning and Corona

Our digital environment gives us a big advantage when having to move to home learning. We assign work digitally, and can keep in contact using Google Meet and Chat. Students missing school can join classes virtually, which will minimise lesson loss.

Social Media

The school will share news and events on established social media sites. The school does not allow students to post pictures or posts on social media sites containing images of other students or the school. This is in regard to the privacy rights of all students and staff within our school community, according to EU Rules

Privacy and Information

The school will respect the EU GDPR rules and regulations. Student emails will not contain their names, and all work and projects shared with other students and teachers will remain private and only accessible within the domain of the school.

Working with Parents

The school would like the parents of our students to take an active interest and role in the use of MacBooks for school work and projects. Together we can foster life long good habits in the use of computers. Use of the laptops should inspire curiosity both at school and at home. The school will spend time in Mentor lessons teaching students about safety, privacy and etiquette, while ICT skills will be learned through the MYP curriculum in all subjects.