



One to One Computing

Laptop Program Handbook

Established February 2008

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SUMMIT ACADEMY SCHOOLS

**One to One
Laptop Computer Policy**

ESTABLISHED FEBRUARY 2008

I. Purpose

Summit Academy Schools is committed to using available technology to communicate with and educate members of the school community. It recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides.

Upon the return of the One to One Laptop Computer Student/Parent/Academy Agreement signed by the student and one parent or guardian, Summit Academy Schools will provide all students with a laptop computer. The following policy will define the proper use of school-provided and owned laptop computers.

II. Applicability of Other School Policies and Rules

Summit Academy Schools only authorizes the use of its laptop computers in a manner consistent with established instructional, research, and administrative objectives of the schools. Accordingly, because Summit Academy does not discriminate in its policies and practices because of an individual's race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability, the One to One Laptop Computer Program must also comply with these standards.

III. Ownership

A. Laptop computers issued through the One to One program are the property of Summit Academy Schools. Students have no ownership, interest, or right to title in the laptop computers.

B. License Agreements

Summit Academy Schools is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

IV. Acceptable Use

A. Summit Academy Schools only authorizes use of its laptop computers in a manner that supports its mission.

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- B. Personal use is permissible so long as, in the determination of Summit Academy Schools, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule or law.
 - i. Notwithstanding the above described permissible personal uses, Summit Academy laptops are not to be used for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
 - ii. A nonexclusive example of illegal activity for which the laptops may not be used is transmission or storage of copyrighted materials not in the name of the student or Academy.
 - C. Students must handle the laptop computers with care.
 - D. Students must bring their laptops to school with them every day unless instructed to do otherwise by a school administrator.
 - E. Students must not use laptop computers or computer programs in any manner other than that for which it is intended.
 - F. Students must not install software onto laptop computers borrowed under this policy unless specifically authorized to do so by a school administrator.
 - G. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a Summit Academy Schools computer.
 - H. Students must not intentionally transmit viruses and other such malicious computer programs via the Summit Academy Schools laptop computers.
 - I. Laptop computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all Summit Academy policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.
 - J. Loss or theft of laptop computers must be reported to the school by the first subsequent school day following the loss or theft.
 - K. Students must not modify, upgrade, or attempt to repair laptop computers issued under this policy without the express permission of the Academy.

V. Reporting Unacceptable Use

Students are responsible for maintaining the integrity of the Summit Academy Schools One to One Laptop Computer program and reporting any violations of this policy.

VI. Liability

- A. Students are responsible for all material sent by and/or stored on the laptop computer loaned to them. Students accept responsibility for keeping their laptop computer free from all pornographic material, inappropriate test files, or files dangerous to the integrity of Summit Academy School's network, equipment, or software.
- B. Summit Academy Schools is not liable for any material sent by and/or stored on laptop computers issued to students via the One to One Laptop Computer Agreement.

VII. No Guaranteed Content Privacy

- A. Summit Academy Schools cannot guarantee that content stored on laptops issued in accordance with this policy will be private. Summit Academy Schools respects the rights of its students; however, the District is also responsible for servicing and protecting its property.
- B. Although the content of the laptop computers is not routinely monitored, Summit Academy reserves the right to monitor or access the hard drives of its laptop computers if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

VIII. Deposit

Each student is required to submit a \$100.00 deposit in order to receive possession of a Summit Academy laptop computer.

- i. This \$100.00 deposit is refundable only if the Summit Academy Schools computer is returned without damage. Any cost of repair will be deducted from the refund at the end of the school year. If the cost of repair or replacement of the laptop exceeds \$100.00, the student will be responsible for that cost over and above the initial \$100.00 deposit.
- ii. Students not able to pay the \$100.00 deposit may request a confidential review of their ability to pay by the Building Administrator. The Building Administrator, after evaluating the student's ability to pay, may offer a payment plan or other accommodation at his or her discretion.

IX. Return of the Laptop Computer

- A. Towards the end of the school year, a date will be announced on which the students and their parents or guardians will be invited to return the Summit Academy laptop computer. On this date, the school will inspect the computers for damage. The cost of any damage will be deducted from the initial \$100.00 deposit and the remainder, if any, will be returned to the student. If the cost of repairing any damage to the laptop exceeds \$100.00, the student will be responsible for that cost over and above the initial \$100.00 deposit.

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- B. If a student cannot or will not return the Summit Academy laptop computer because of theft, loss, accident, or otherwise, the student will not be issued a grade card and, when applicable, will not be permitted to participate in graduation ceremonies until the computer or its monetary value, as determined by the Academy, minus the initial \$100.00 deposit is returned to the school.
 - C. Upon a student's disenrollment from Summit Academy Schools, the laptop computer must be promptly returned.

X. Disciplinary Measures

- A. Noncompliance with the above Summit Academy Schools One to One Laptop Computer Policy will result in loss or restriction of laptop computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Summit Academy laptop computer may be revoked at any time for infractions.
- B. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- C. School administrators will determine violations of the above Summit Academy Schools One to One Laptop Computer Policy.
- D. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Summit Academy Schools. Discipline may include legal action.

XI. Indemnification

By signing the Summit Academy Schools One to One Laptop Computer Student/Parent/Academy Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold the Academy harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the laptop computer and its software to the Academy in accordance with this policy.

SUMMIT ACADEMY SCHOOLS
ONE TO ONE LAPTOP COMPUTER POLICY
STUDENT/PARENT/ACADEMY AGREEMENT
ESTABLISHED FEBRUARY 2008

Please Print:

Student Name: _____

Date of Birth: _____ Current Grade Level: _____

Parent or Guardian Name: _____

Address: _____

Home Phone Number: ____ (____) _____

Work Phone Number: ____ (____) _____

Upon our signing of this agreement, the student is receiving possession of a working laptop computer and power cord. We have read and understand the Summit Academy Schools One to One Laptop Computer Policy. This policy is incorporated by reference into this agreement. We promise to abide by this policy and understand that receipt of a Summit Academy Schools computer is a privilege that may be forfeited by noncompliance with the policy. We understand that our \$100.00 deposit is refundable only if the Summit Academy Schools computer is returned without damage. Any cost of damage will be deducted from the refund. We understand that if the cost of any damage or replacement of the laptop exceeds \$100.00, we will be responsible for that cost over and above our initial \$100.00 deposit. If we fail to return the laptop, which is the property of Summit Academy Schools, the student's grade card will be held until full payment. If the student is a graduating senior, the student will not be permitted to participate in graduation ceremonies until full payment.

Student Signature

Parent or Guardian Signature

Date

Summit Academy 1-1 Laptop Program Guide

Summit Academy's laptop program creates a culture of technology in which students use 21st Century skills to accomplish a variety of activities and everyday tasks. This opportunity to be creative and collaborative makes technology an integral part of the education of young people. A laptop in the hands of every student changes their approach to learning – a change that will only help them as the future becomes increasingly digital.

Due to the importance of technology, students who do not abide by *Summit Academy's One To One Laptop Computer Policy, Laptop Program Guide and Acceptable Use Policy* are held accountable for any violation of these agreements. It is **mandatory** that all students and parents sign these agreements and have an understanding of these policies and consequences in detail before receiving a laptop.

Program Highlights

Laptop Ownership

Summit Academy owns the laptops used in the One to One Computing program. The laptops will be returned at the end of the school year or if the student leaves before the school year ends.

The responsibility of proper care and usage lies solely with the student at all times. Understand that the laptop belongs to the school, and it can be taken away for maintenance or disciplinary reasons at any time.

The Program Package

A 13" Apple MacBook wireless enabled laptop, a power adapter, and a laptop bag.

A comprehensive package of licensed software includes but is not limited to:

- OS X Leopard (Operating System)
- Microsoft Office Suite (Word, Excel, PowerPoint, Entourage)
- Inspiration (Graphic Organizer)
- Adobe CS3 Web Premium Suite (Photoshop, Fireworks, Illustrator, Dreamweaver, Flash and Adobe)
- Flash, Quicktime, Shockwave
- iWork (Numbers-spreadsheets, Keynote-presentations and Pages-desktop publishing)
- iLife Suite (iPhoto-photo editing, iWeb-website creation tool, iTunes-music/audio, iDVD, iMovie-movie editing, iChat and GarageBand-music & podcast creation)
- Photo Booth (built in camera/webcam software)

Web based software tools will also be available for use which include but are not limited to:

- Moodle
- Wiki and Blog Server
- WebHelpdesk
- BrainPop
- TypingMaster
- NetTrekker

AtomicLearning is a subscription based website that offers one to three minute video tutorials on most all applications on the laptop. It can be accessed at www.atomiclearning.com. Our login code is **summitmi** and the password is **academy**. Summit Academy encourages parents and students to explore this valuable resource to learn new software concepts.

Repairs and Maintenance

In the event of damage, the laptop and any damaged parts **must be brought to the Tech Center** for repair AND a helpdesk ticket should be submitted. A technician will determine whether to repair or replace the laptop. Families are **not** to have the laptop repaired or replaced on their own. The student will be billed for damages or degradations resulting from unauthorized repair attempts.

When determined by Summit Academy, each laptop will be returned to the school for regular maintenance, software or equipment upgrades or other necessary repairs. With this regular support, the goal is to maintain the standards of the laptop learning environment and help to reduce technical difficulties.

Software Support

1. Use the built in help of software applications.
2. Talk with a friend or classmate.
3. Use AtomicLearning tutorials.

Technical Support

1. Restart the computer as a first measure of troubleshooting.
2. Support is accomplished through a web based interface called WebHelpdesk where the Technology Center can monitor all requests for support.
3. Students **must submit a request for all support issues** through the WebHelpdesk website. This includes all problems and or questions on the laptops, guidelines, or the program.
4. All tickets in the system are monitored daily and will be resolved in order of priority. Priority levels will depend on the quantity and types of open tickets.
5. Technical support is not available outside of regular school hours unless prior arrangements are made. Office hours will be given to the students.

Loss or Theft

Families should confirm that their personal insurance policies cover possible costs. In the event of loss or theft, students and parents are responsible for notifying their teacher and the Technology Center. In case of theft outside of school, families must file a police report and a claim under their homeowner's or renter's insurance. A written summary may be requested for insurance purposes. In case of theft in school, staff must be notified **immediately**.

Insurance

An insurance policy against accidental damage, theft, power surge, fire, vandalism, and/or natural disasters is available from the underwriting firm of Safeware Insurance Agency, Inc of Columbus, OH. The policy will be offered at \$40 per laptop. There is a \$100 deductible, per incident, on the policy.

The Paperwork

There are several important agreements that are necessary in the One to One Program to ensure that there is a clear understanding of responsibilities inherent in using the laptop and the Internet.

1. The Acceptable Use Policy

This agreement outlines the appropriate use of all technology use at Summit Academy Schools. Students and parents are asked to sign this document upon enrollment at Summit Academy so that there can be a shared understanding of acceptable use of all students using all technology in our schools.

2. One to One Laptop Computer Policy

This document defines the proper use of school-provided and owned laptop computers.

3. Laptop Program Guide

This document is intended to ensure that families understand and accept the responsibilities in participating in the laptop program. It covers detailed expectations and guidelines of the program.

At Home Use

Students will use their laptops at home for homework, research, or other school related projects.

Internet Use

The laptops have wireless capability. While on campus, students will access the school's servers and the Internet using this wireless infrastructure. For home use, if there is a wireless system, students can take advantage of the capability. However, it is not required that home environments offer wireless access. Laptops can be plugged into a cable modem or router and utilize the family's existing Internet access.

Summit Academy is not responsible for home Internet connectivity issues.

Printer Use

Printers are provided for students within the school. Most drivers will be available on the computer for the installation of a home printer. If a student needs to install software for a home printer, a WebHelpdesk ticket needs to be opened to receive assistance. It will be required for the student to bring the software to the Technology Center for installation.

Students will be encouraged to practice "responsible printing" to avoid unnecessary waste and expense.

Daily Requirements and Expectations for Use

1. Students are required and expected to take home and bring their computers back to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
2. Laptops can be fragile, and if they are dropped they may break. Laptops should only be used while they are on a flat, stable surface such as a table.

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3. Laptops will be kept in the bags at all times. The bags are designed for laptop usage as well as carrying the laptop.
 4. Bags will be carried messenger style to best keep the laptop protected.
 5. Teachers will determine whether or not the laptop should be opened or closed during each class period.
 6. Power conservation must be practiced by closing the lid when not in use, keeping the brightness dimmed when possible, and by students not listening to music during the school day.
 7. The laptops contain the necessary hardware and software. It is not permissible to add or change the hardware (memory, hard drive) or software under any circumstances.
 8. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
 9. Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.
 10. Students may not download illegal content such as pirated music, video, games, etc. onto the laptop.
 11. Students may not stream music, videos, or any other type of files at any time while on school property. This slows the network. These types of files are very resource intensive and may take a heavy toll on the laptop itself as well as the school's network.
 12. The use of laptops is not permitted during lunch time in order to prevent any accidental spills.
 13. The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, etc. is prohibited.
 14. Sound must be turned off except when it is being used as part of a class.
 15. Headphones are prohibited except when it is being used as part of a class.
 16. Instant messaging is allowed at the discretion of the classroom teacher using Summit Academy approved iChat server.
 17. Students will store data on their laptops and strongly advised to establish a routine of backing up to their network folder. This does not include video files.
 18. Students are allowed to access only those files that belong to them or which they are certain they have permission to use.
 19. Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
 20. Email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
 21. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
 22. Be patient. Sometimes computers require time to do their job.
 23. When transporting the laptop make sure it has been securely stored in the laptop bag.

Privacy

All communications and information transmitted by, received from, stored within, or that passes through Summit Academy's facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the Technology Center. Students should not believe that they have a right to personal or confidential electronic information or communications that are exempt from this guide. Summit Academy also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

Security Procedures

1. Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.
2. Laptops should be in a student's possession, or secured in a designated secure area at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. If the computer is lost or stolen, parents or guardians should immediately report the loss or theft to a school staff member and or police.
6. Laptops will be checked periodically to ensure they do not contain any unapproved software or files. District-wide filtering is in place while at school only, therefore, Internet histories may also be checked.
7. Students may NOT clear their Internet history at any time.
8. Students may not bypass the school's network at anytime while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to ONLY use the Summit Academy wireless network for connecting to the Internet while at school.
9. Laptops are never to be left unattended.
10. Parents/guardians can request the child's login name and password so that they can supervise the student's use of the computer.

General Care

General Care Procedures

1. Students are expected to treat their laptop with care and respect. The computer and bag are the property of Summit Academy Schools and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or bag is not allowed and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.
2. When transporting the laptop to and from school, students should always be sure it is placed in the laptop bag and the case is fully closed.
3. Students should protect their laptop from extreme heat or cold. Laptops should not be left in a car, even if the car is locked.
4. If the laptop has been in a cold car, allow several minutes for it to warm to room temperature before use.

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5. Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
 6. Computers should be protected from the weather, water or other liquid, food and pets.
 7. Students should never eat or drink (including water) while using their laptop, or use their laptop near others that are eating or drinking.
 8. No object should ever be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
 9. Students should use care when plugging in their power cords.
 10. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
 11. Power cords are very fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where laptop cords are plugged in.
 12. Do not use on a bed or soft surface that could interfere with the cooling system.

Cleaning your Laptop

Dust, pet hair, and other particles can accumulate on or inside the notebook PC. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the notebook PC can extend its life by getting rid of this potentially damaging buildup. The Technology Center will clean the laptops during normal maintenance times.

The student may clean the display or keyboard by following these guidelines below.

Clean the Display

Turn off the computer. Dampen a clean, soft, lint-free cloth or paper with **water only**. Wipe the screen. Do not spray liquid directly on the screen. You may also use a mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for this purpose. Apple has tested a product called Klear Screen made by Meridrew Enterprises (<http://www.klearscreen.com>) and found it does not cause any harm to the plastics.

Clean the Keyboard

If a small vacuum cleaner with a brush attachment is available, use it to clear the keyboard of debris. A can of compressed air can be used to blow out particles that get in between the keys

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use the computer in accordance with this Laptop Program Guide, the District Acceptable Use Policy, The One To One Laptop Computer Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of Summit Academy Schools.

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- Student conference
 - Parent conference
 - Cancellation of student use or access privileges, including the privilege of taking the computer home
 - Any and all school disciplinary actions
 - Civil or criminal liability under applicable laws

Summit Academy Laptop Program Guide Student Contract

I, _____, recognize the technical sophistication and expense of the equipment I am being entrusted to operate in the Summit Academy Schools' Laptop Program. I acknowledge that it is a privilege I share with others and that there is a shared trust among us all to protect the hardware and software. My signature below constitutes my pledge that I will not damage or disable the hardware or software entrusted to me, or behave in a manner which might lead to accidental damage to the equipment or injury to others or myself. I further understand that it is unlawful to copy or remove software programs from the notebook computer.

My signature on the line below acknowledges that I have read and understand the regulations in this guide, including those concerning acceptable and unacceptable use, computer security, and proper care of the equipment. I further understand that I may be prevented from working with technology resources located at Summit Academy Schools if I violate my pledge and fail to abide by the rules and regulations governing my use of technology at Summit Academy Schools.

Student's Signature

Date

As a parent or guardian, I recognize the importance of the above pledge my child has made. I promise to support the Summit Academy Schools' administration and faculty in developing students who accept responsibility for their own learning and actions. I agree to make sure that equipment is returned in good condition with normal wear and tear or else pay for the necessary repairs.

Parent's Signature

Date



Summit Academy Acceptable Use Policy

Parents and Students: This agreement outlines the rules for responsible use of the district provided technology at Summit Academy. Please read this with your child. In order for your child to access district provided technology, we require that this agreement be read and that parents and students sign the acknowledgement page.

District provided technology includes but is not limited to the use of Internet, local area network, wide area network, digital still cameras, scanners, video cameras, projectors, electronic whiteboards, disc duplication equipment, printers, plotters, hard drives, computers, laptops, projector screens, monitors, mice, keyboards, cables, speakers, sound systems, headphones, sound or video editing equipment, microphones, TVs, VCRs, DVD players, portable stereos, telephones, fax machines, copy machines, overhead projectors and software.

Summit Academy will take measures to protect students from accessing inappropriate communications. Summit Academy will provide each student with training in the proper use of district provided technology. The use of district provided technology is a privilege, which may be withheld if the student is irresponsible, or acts inappropriately.

As a student I agree to the following:

1. The use of all district provided technology will be used to support research and education.
2. Students are responsible for proper behavior while using district provided technology. The same general school rules for behavior and communication apply.
3. The school has the right to, and does, monitor all activity, E-Mail correspondences, and material transmitted or received by students on district provided technology.
4. Students are not permitted to transmit or publish any defamatory, abusive, profane, threatening, or illegal material.
5. Students must respect all copyrights.
6. It is prohibited to use someone else's Logon ID or to access another person's files.
7. Students will protect the privacy of their username and password.
8. Students will immediately notify a staff member if they have accessed something questionable or have found equipment in disrepair.
9. Students will not participate in any action that may be considered damaging to the integrity of district provided technology as determined by the Technology Department.
10. Students will not install software on school computers.
11. Violation of this agreement may result in disciplinary action including loss of privileges, financial restitution for damage, or other disciplinary action as determined by the school. Users are subject to all applicable local, state, and federal laws.

The school has the right to remove any material from school computers that the staff deems as inappropriate or not in keeping with our educational mission. The Summit Academy staff and Board of Directors are solely responsible for deciding what constitutes appropriate use and what defines acceptable content. Due to the unregulated and ever changing nature of the Internet, we assume no liability for any damages a user may incur as a result of Internet access.

Ask 4 Before the Tech Door!

1. Use **HELP** feature in applications or operating system.
2. Use **search engine/Internet** and look online for answers to problems or how to do stuff.
3. Use **AtomicLearning** to learn how to do something inside various installed software. (www.atomiclearning.com, login: summitmi, pw: academy)
4. Ask a **friend** for help.
5. Ask a **teacher** for help.
6. Submit a **Web Help Desk ticket** for help from the tech center. (<http://atlas.summit-academy.com:8081>, also found on the Tech One-to-One web site)
Log on with student username and password.

When in Doubt,

Ask yourself.....

LARK!

IS IT.....

L – LEGAL

A – Appropriate

R – Responsible

K - Kind