

Technology at CASE Extended School Year 2019

Marquardt Laptops

District 15 Marquardt has provided laptops for your use for the duration of ESY.

Acceptable Use


- Laptops are not to be taken home for any reason, in order to comply with Marquardt's equipment lease warranty.
- Laptop chargers are to remain in the classrooms (1 per classroom) for the duration of ESY.
- USB flash drives will not work in these laptops. You may use Google Drive or OneDrive to transfer files to and from the laptops from a different computer.
 - Please do not use personal Gmail.com or Outlook.com accounts for student records. Use only district or co-op provided work user accounts, i.e., your work email.
 - If you are unfamiliar with these or any systems, Jeff will be happy to assist - jjzimmerman@casedupage.com.

Logging In

All CASE ESY staff share the same login for Marquardt laptops:

User: steacher@d15.us

PW: Kbr&qP32Ss

You may want to practice typing this a few times so it becomes muscle memory! 

Internet

All Marquardt laptops have secure, CIPA-compliant Internet access. Marquardt I.T. has unblocked the list of websites that CASE has requested. If you find that a required website is blocked, notify Jeff – jjzimmerman@casedupage.com.

There is also a VendorAccess WiFi network which is available on request for specific and justifiable technology needs. This network is unfiltered and does not have access to Marquardt printers. Please request only for work-issued devices (no private smartphones or laptops).

Printing

Each laptop is networked to a black and white LaserJet printer sitting on their laptop carts.

If your laptop has a sticker that says "**Cart 12**," your printouts will come from the Cart 12 printer in the **library**.

If your laptop's sticker says "**Cart 1**," your printouts will come from the Cart 1 printer on the **East side of the school**.

Please do not print class sets to these printers—they are not built for high volume. Instead, for class sets, print a single copy and walk it to the large Toshiba copier.

PIN for the front office copier: 5136

PIN for the teacher workroom copier: 6315

Boardmaker

In the LRC, there will be a CASE laptop configured with a color laser printer and Boardmaker 6 (the old fashioned disks). This laptop will have guest Internet access. If the laptop is not logged in, use the following credentials:

User: guestuser

PW: Caseeffect7

CASE iPads

This year, you may sign out from a collection of **41 iPads** and have access to a library of **147 apps** in dozens of educational and special ed categories.

In addition, you may request access to any free app not included in that list and it will be available within 48 hours. Under certain circumstances, you may be granted access to certain paid apps.

Signing Out and Returning

Each classroom is entitled to 1 iPad with its wall charger, which can be signed out from the ESY front desk starting on June 17. The sign-out sheet must indicate which device # you are receiving, your full name, and the classroom location. iPads may remain in the classroom for the duration of ESY.

Beginning Monday, June 24, remaining iPads will become part of short-term loan stock. These iPads may be signed out for a single day at a time, without chargers, and must be returned by the end of each day.

All iPads and chargers must be returned to the ESY front desk by the end of the day, Thursday, July 11.

iPad Usage Restrictions

These iPads are not secure devices, and therefore are subject to restrictions and policies to mitigate risks of student privacy violations, account security breaches, and malware.

The following apps have been blocked for this purpose:

- All default iPad apps, including Safari and the App Store
- Camera (however, other apps can use the built-in camera)
- Google apps (e.g., Gmail, Docs, Sheets; however, YouTube and YouTube Kids are available)
- Microsoft apps (e.g., Outlook, OneDrive, Office apps)

In addition, **please refrain from the following:**

- Taking photos or video of students via any app
- Logging in to Microsoft or Google apps using your work or personal account credentials (e.g., the YouTube apps should be used without logging in)
- Storing or working with student Personally Identifiable Information (PII)

If an iPad is needed for any of the above purposes, please contact Jeff Zimmerman – zimmerman@casedupage.com.

Apps

Installing Apps



Quick video tutorial: <https://youtu.be/VeloOZAdZvE>

Apps are not pre-installed on the iPads. Instead, you will install apps by accessing the **Self Service** app located in the app tray at the bottom of the screen. Apps are grouped by category, including “Early Childhood;” “Math;” “PBIS;” “Reading;” and others. **You may need to tap “See All >” to see all of the apps in a category.** There is also a search feature in the upper right corner if you know the name of your desired app.

Once you tap the “Install” button on an app, it will download to your device over WiFi. Some apps may take a long time to download.

Requesting Apps

If you do not see an app in Self Service that you need, complete this form - <http://bit.ly/esyapps2019>