



June 5, 2018

Dear Parents/Guardians of our Middle School Students:

Good Shepherd Academy is very proud and excited to continue with our Bring Your Own Laptop program. Technology is no longer just a trend in education, but an absolute necessity in enabling each student to reach his or her full academic potential. This use of technology is an integral part of our day to day curriculum.

Each middle school student is required to bring his or her own laptop to school in September. We are very aware that this is a huge commitment for your family to make and we will continue to use this technology well. We encourage you to set up family rules for your child when using this laptop at home and/or at school.

We hope our excitement is contagious and our expectations will not only be met, but also exceeded. We welcome you and your child as Good Shepherd Academy Middle School technologically continues to accelerate further into the 21st century.

For those students entering 6<sup>th</sup> grade, students new to the school and/or those in the 7<sup>th</sup> or 8<sup>th</sup> grades replacing their current laptop, below is a table with **required and recommended specifications for the device and carrying case**. These have been established in partnership with Insync, our technology consultants.

Device	Required Specs	Recommended Specs
	Windows 10 operating system*	Windows 10 Pro
	125 GB or higher	250 GB or higher
	Ram: 4 GB	Ram: 8 GB
	Battery life: 4 - 6 hours	6 hours or more
	Office 2010 or higher	Office 2013, 2016 or Office 365** (see purchasing section for discount rates)
	Keyboard (wireless accepted)	
Case	Backpack non-rolling	Laptop compartment

**\*Chromebooks and Macs do not meet these requirements and are not compatible with our network.\***

**\*\*GSA will be using the Microsoft Office for Education platform. A GSA email account in Office 365 for Education will be created for each student. Please note that this version will be used for student collaboration at home and at school as well as for emails; however, it is not the full version of Microsoft Office.\*\***



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## Will GSA purchase the devices in quantity for the students?

No, each family should purchase a computer for her/his child. Students are expected to have their laptops ready by September 5<sup>th</sup>.

## Purchasing

### 1. Laptops/Case

- a. There are many options for purchasing a laptop. Best Buy, Amazon, and many other retail stores have the laptops available for immediate purchase.
- b. If you prefer, there is also an option to purchase a laptop through our partnership with Insync Outsourcing Corp., our technology consultants. Please see attached flyer for details.

### 2. Software

- a. There are many options for purchasing Microsoft Office.
- b. You have the option to purchase the Academic Licensing version of Microsoft Office 2016 for your one student device for a one-time fee of \$66.00 plus taxes. This software will be installed during the first week of school. Please see attached flyer for additional details.

**Deadline: There is a deadline of August 10<sup>th</sup> for any purchases made through Insync. If you would like to take advantage of their offers, please call Insync at 201-313-7999 and mention the GSA partner program. Insync accepts Visa, MasterCard, and American Express.**

## Safety and Security

1. **Backpack & Labeling** – Students will also be required to bring in a non-rolling backpack which they will use to carry their laptops and books to switch from class to class. This backpack should be in addition to their regular book bag/backpack used to carry books and devices home, since in accordance with GSA handbook policy, student's cell phones must be kept in their book bag in the closet while school is in session. The importance of students keeping their laptops in their backpacks when not in use will be reiterated often in school. **We also ask that you label your child's device and power cord; as well as write down the computer's serial number to keep in a safe place at home.**
2. **Digital Citizenship** - There will be opportunities throughout the school year for communications with both students and parents about technology usage and digital citizenship. We encourage you to begin these conversations with your children at home as well. Students and their parents will be asked to sign GSA's Acceptable Use Policy, as noted in GSA's Student Handbook as well as our Student Electronic Device Program Acceptable Use Agreement Form, both of which must be reviewed during the first week of school as required each year.



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3. **Anti-virus** – All students **must** acquire GSA's anti-virus software since they will also be using GSA's server. **Please note that Insync will have to remove any anti-virus protection previously installed on the laptop first, in order to replace it with our school's antivirus program.** The yearly cost of the anti-virus protection is \$20, which will be charged as a fee through Smart Tuition.

### **Student Responsibilities**

Students will be expected to come with their computers fully charged each day. As a faculty, we realize that, at times, computers will be under heavier usage than others. There are charging stations on campus for student use. As power cords may differ with model year or type of computer, we ask that a student provide her/his own power cord for charging. Again, please label your child's power cord with his/her name.

Please note: if an admin password is needed to make changes to the device, please send it with your child in a sealed envelope addressed to Insync and labeled as Admin password. **No changes/updates can be made to the laptop if the admin password is not available.**

### **Initial Set-up Fee for New Students and 6<sup>th</sup> Graders**

GSA's technology consultants, Insync, will be available during the entire month of September for setting up student's laptops. Dates will be published to the parents and students. Insync will set up GSA email account for use with the Microsoft Office for Education platform, server connection, school printer connection, secure Wi-Fi access, login, anti-virus protection, and Microsoft Office if purchased through Insync. A \$20 fee will be charged for the initial set-up services. **Again only new students and 6<sup>th</sup> graders will be charged this initial set-up fee via Smart Tuition.** Please note that Good Shepherd Academy is absorbing half of the actual set-up costs.

### **Troubleshooting**

GSA and Insync will be providing the connection to the school's resources and network. If your laptop cannot connect due to laptop, virus and software related issues, you may require technical support from where you purchased your laptop. For example, the laptop manufacturer or another service provider. Insync can provide an evaluation and quote on any repairs necessary to assist you in your service decisions.

While your permanent laptop is out of commission, GSA has a limited number of laptops that can be rented for a maximum of 3 weeks. The fee, charged through Smart Tuition is \$20 / week.

If you have any technical questions, please do not hesitate to call Michael Licameli from Insync at (201) 313-7999, or contact me at GSA's office number (973) 667-2049. We look forward to continuing this journey together!

Sr. Jane Feltz, MPF  
Principal

Any questions, please do not hesitate to email  
Bob Wiczorek, [helpdesk@gsanutley.org](mailto:helpdesk@gsanutley.org)