Digital Dragon Year 1 Mac Attack Training Part A

Tech Pagoda

Mr. Karl Suits

Director of Technology

By the end of today you will know how to

- Explain the Digital Dragon Program
- Protect your computer
- Change your password
- Add the school website to favorites
- Save website favorites
- Use Email
- Use One Drive
- Improve my typing

Digital Dragon Program

- Year 1 (Grade 5)
  - Personalize my laptop
  - Practice Laptop care
  - Use the web skillfully
  - Practice Digital Citizenship
  - Research
  - Communicate locally and globally
  - Computational thinking
- Year 2 (Grade 6)
  - Be an independent student using Office 365 and ManageBac to organize myself
- Upon completion of the program at the end of Grade 6, all advisors must sign off that the student has met the requirements of the program in order to receive a certificate. Possession of the certificate grants rights to all Self Service apps, including music apps at HIS and the name is entered in the Digital Dragon Certified List.

Digital Dragon Program Overview

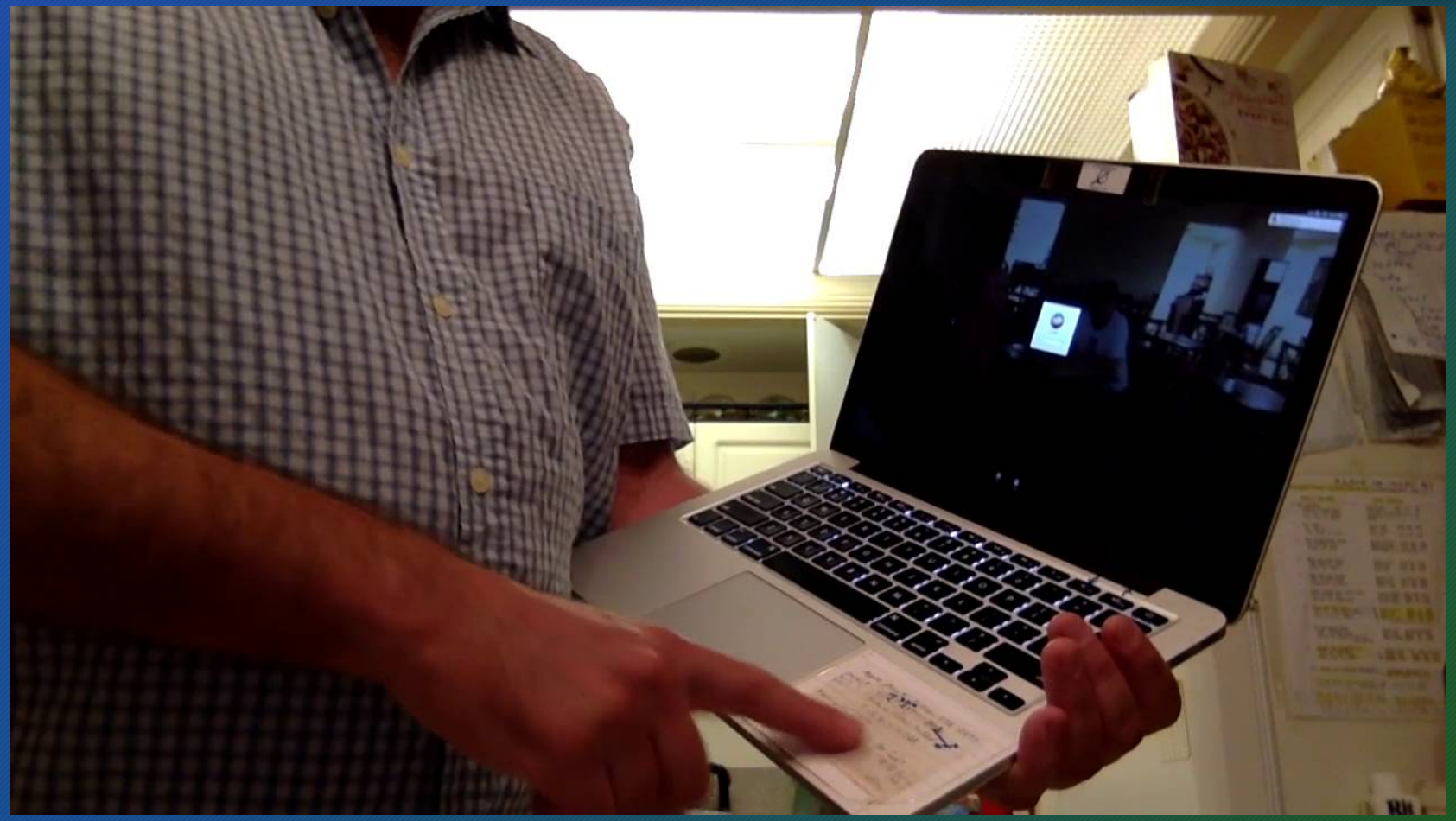
- In the first year, Grade 5, you will learn how to use laptops skillfully for a purpose, collaborate with others, and type fast.

Help Me
BLOOP

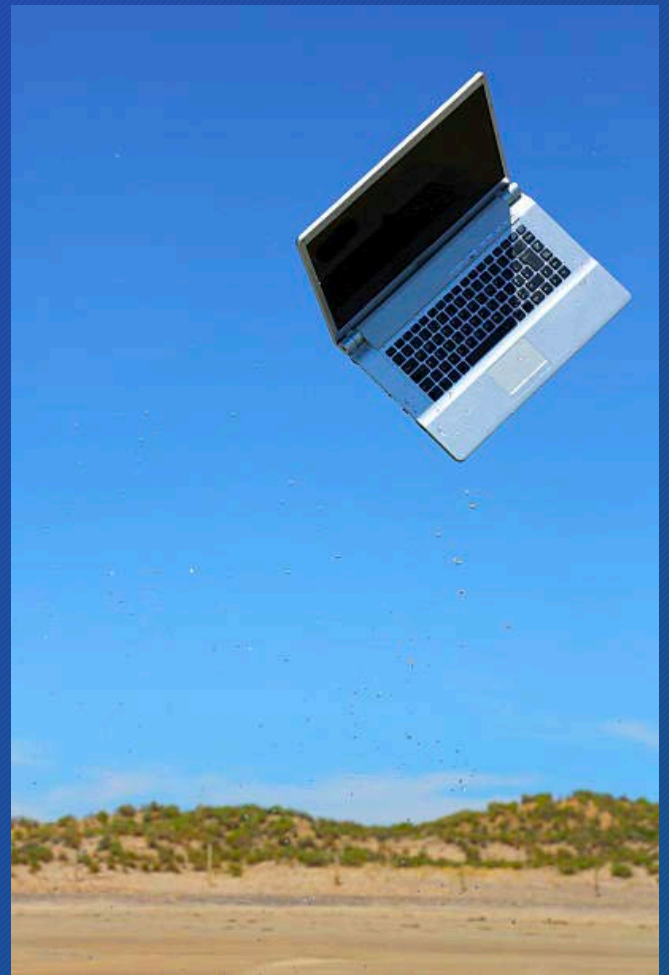
Protective cover defense!!!!!

Personalize your Laptop!!!!!!!!!!

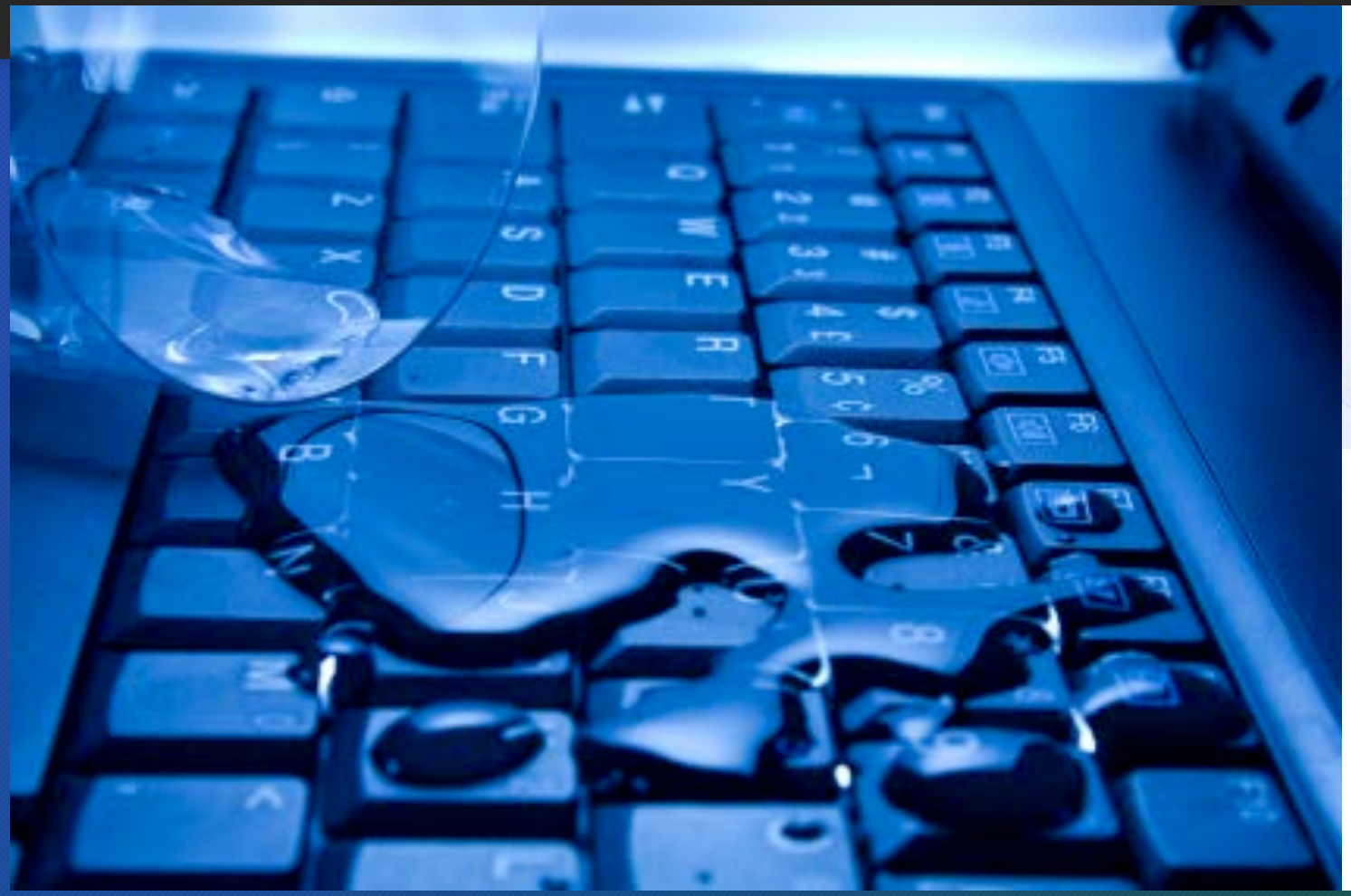
Always carry your laptop by the base and not the screen



Dropping laptop, NOOOOOO!!!!!



Keyboard cover water, BLOCK?



OH NOOOOOOOOOOO!

[redacted] yeah Sunny D
Sunny D
© Reddit

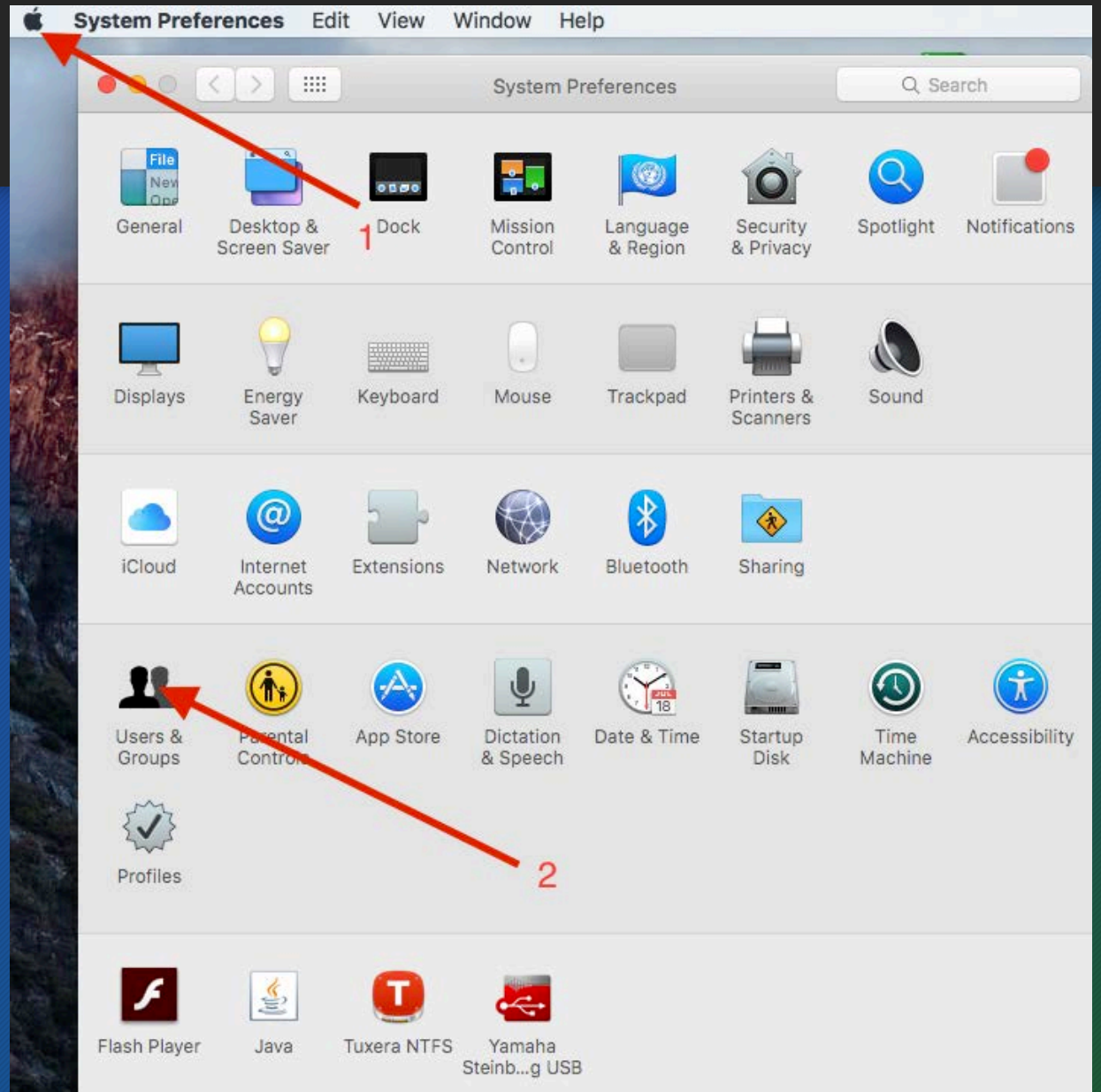
Super secret password

Personalize your Desktop and Screensaver

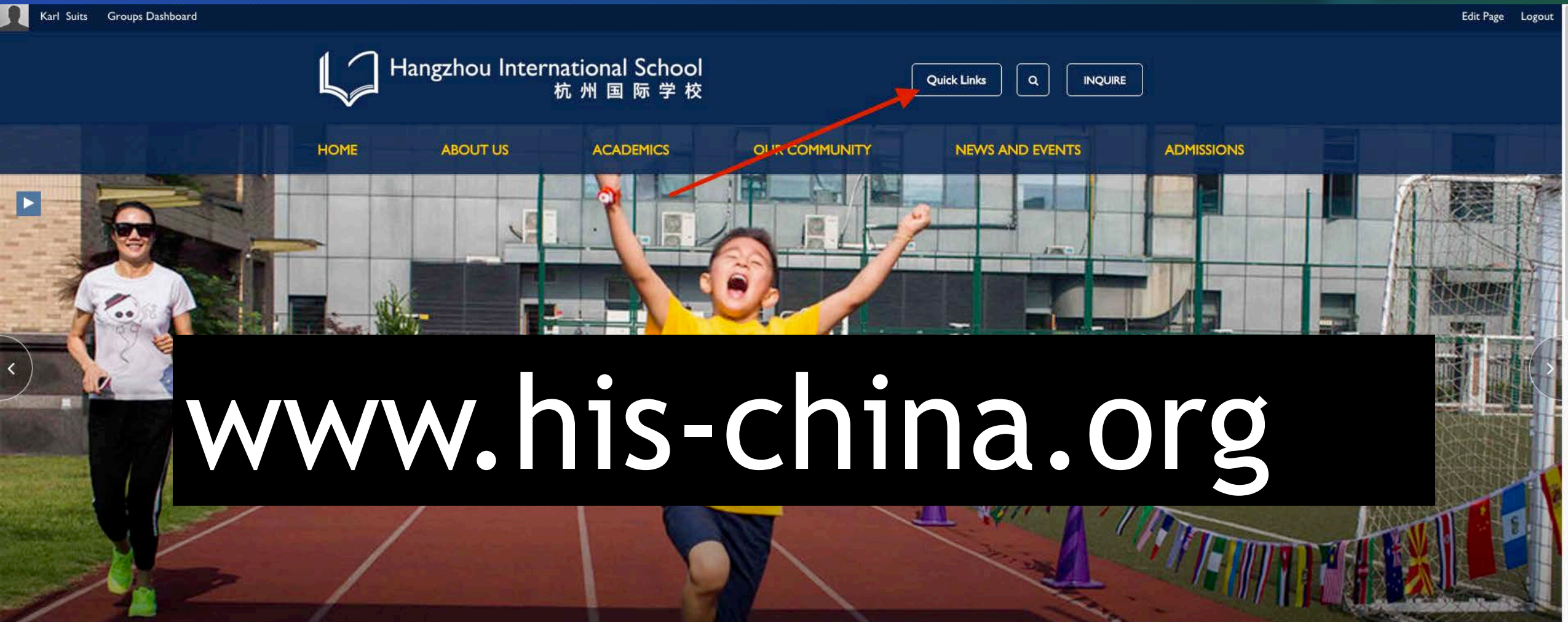
Password

- We will not change the password for the first month
- When you change your password, give it to your teacher in case you forget it.

Change your Password after one month



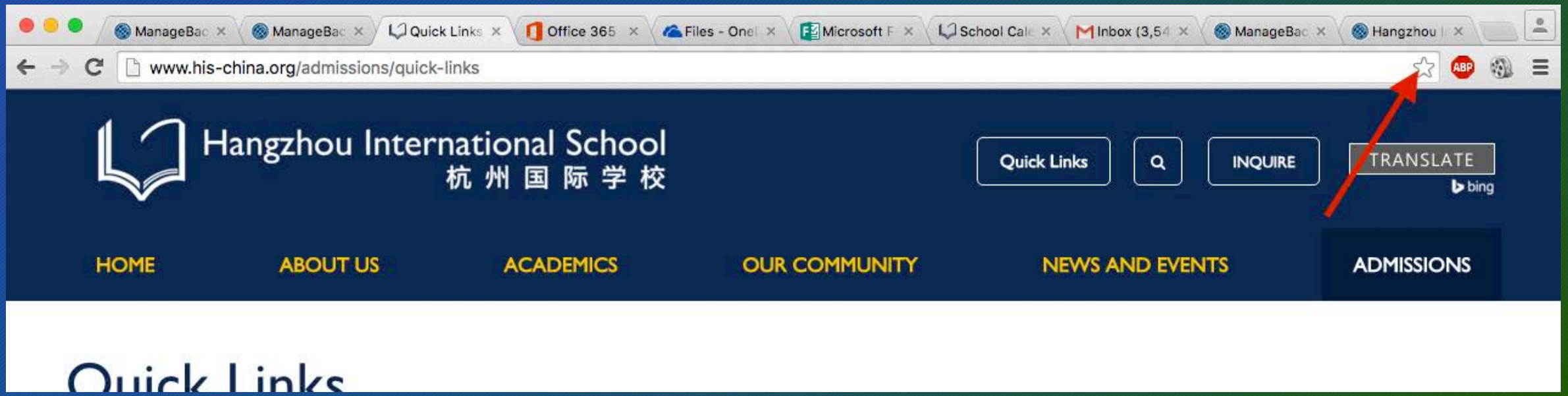
School Website -> Quick Links



Favorites

- Favorites for Email
- Favorites for ManageBac
- Favorites for School Website
- Laptop Policy

www.his-china.org



www.his-china.org/admissions/quick-links

Hangzhou International School
杭州国际学校

Quick Links | INQUIRE | TRANSLATE

bing

HOME | ABOUT US | ACADEMICS | OUR COMMUNITY | NEWS AND EVENTS | ADMISSIONS

Quick Links

ManageBac

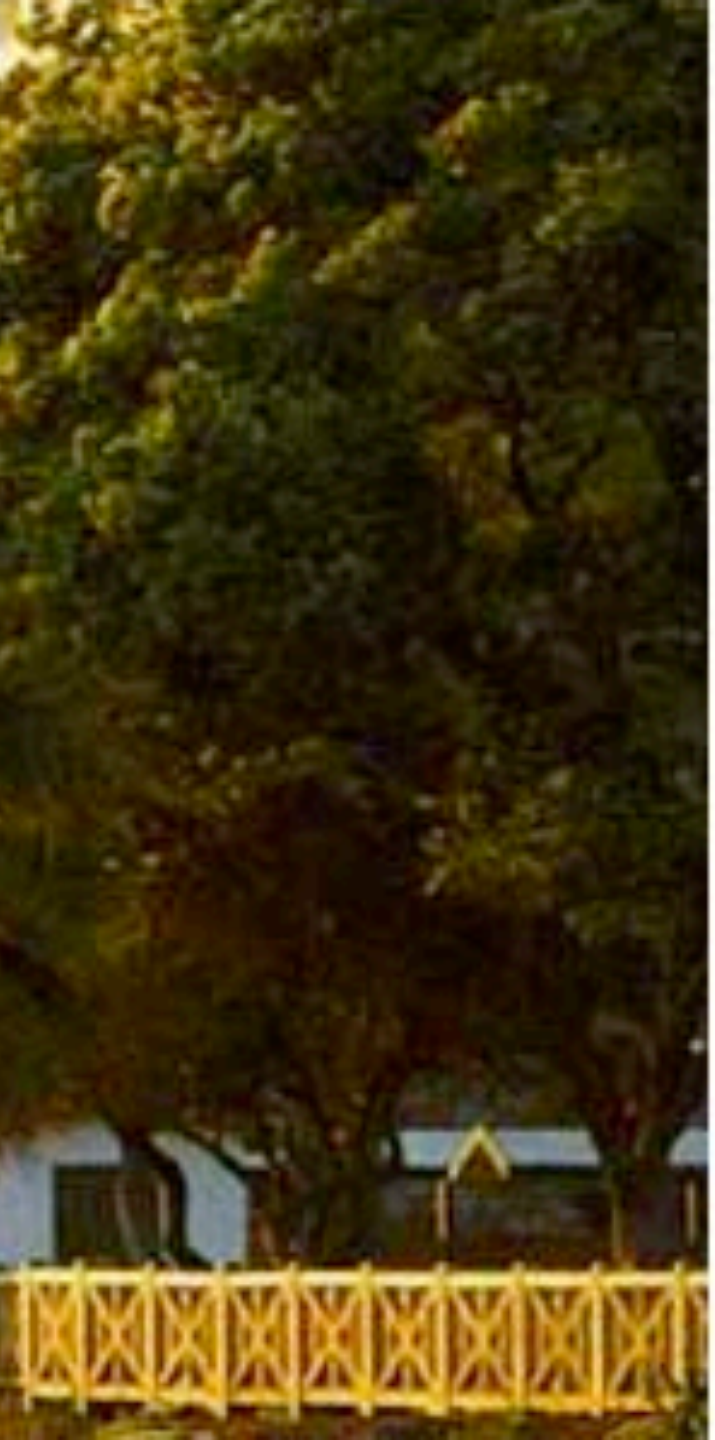
School Email (Office 365) for Students and Staff

Laptop Policy

HANGZHOU INTERNATIONAL SCHOOL

78 Dongxin Ave, Binjiang Qu, Hangzhou Shi Zhejiang Sheng, China

+86 571 8669 0045



Work or school, or personal Microsoft account

SUIK45546@his-student.org

his2002.....

Keep me signed in

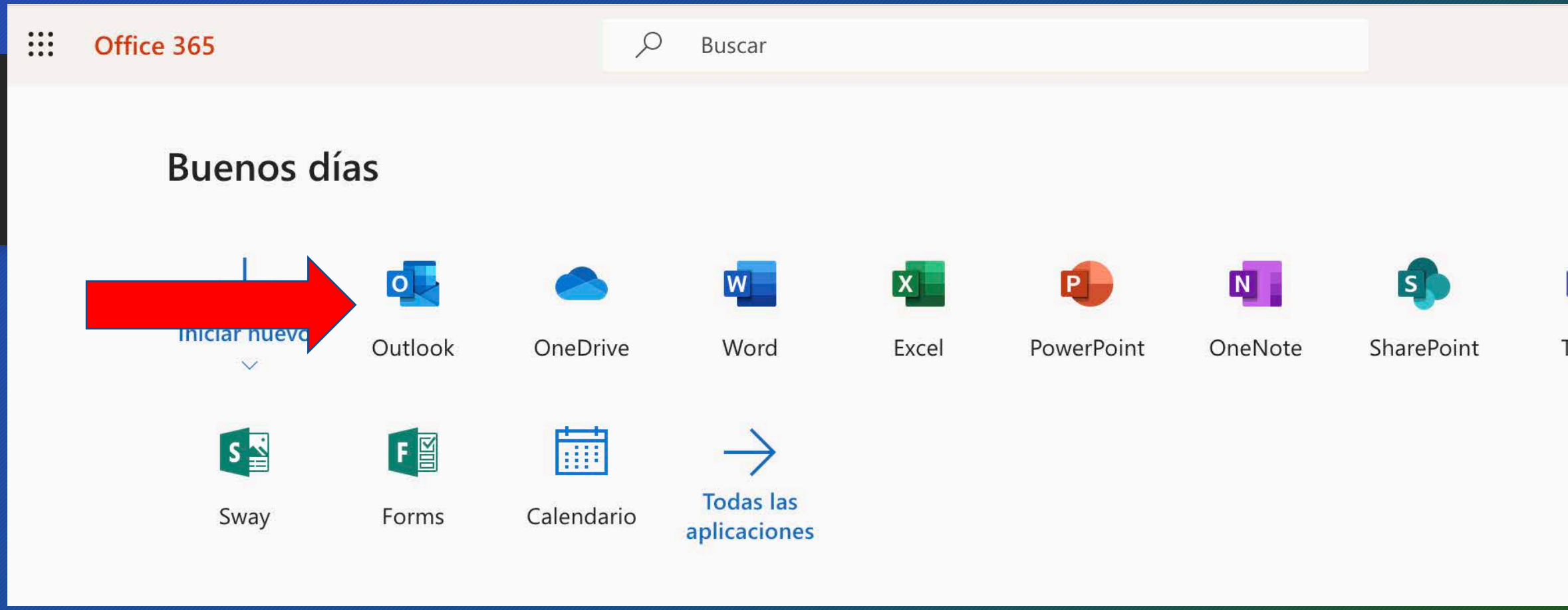
Sign in

Back

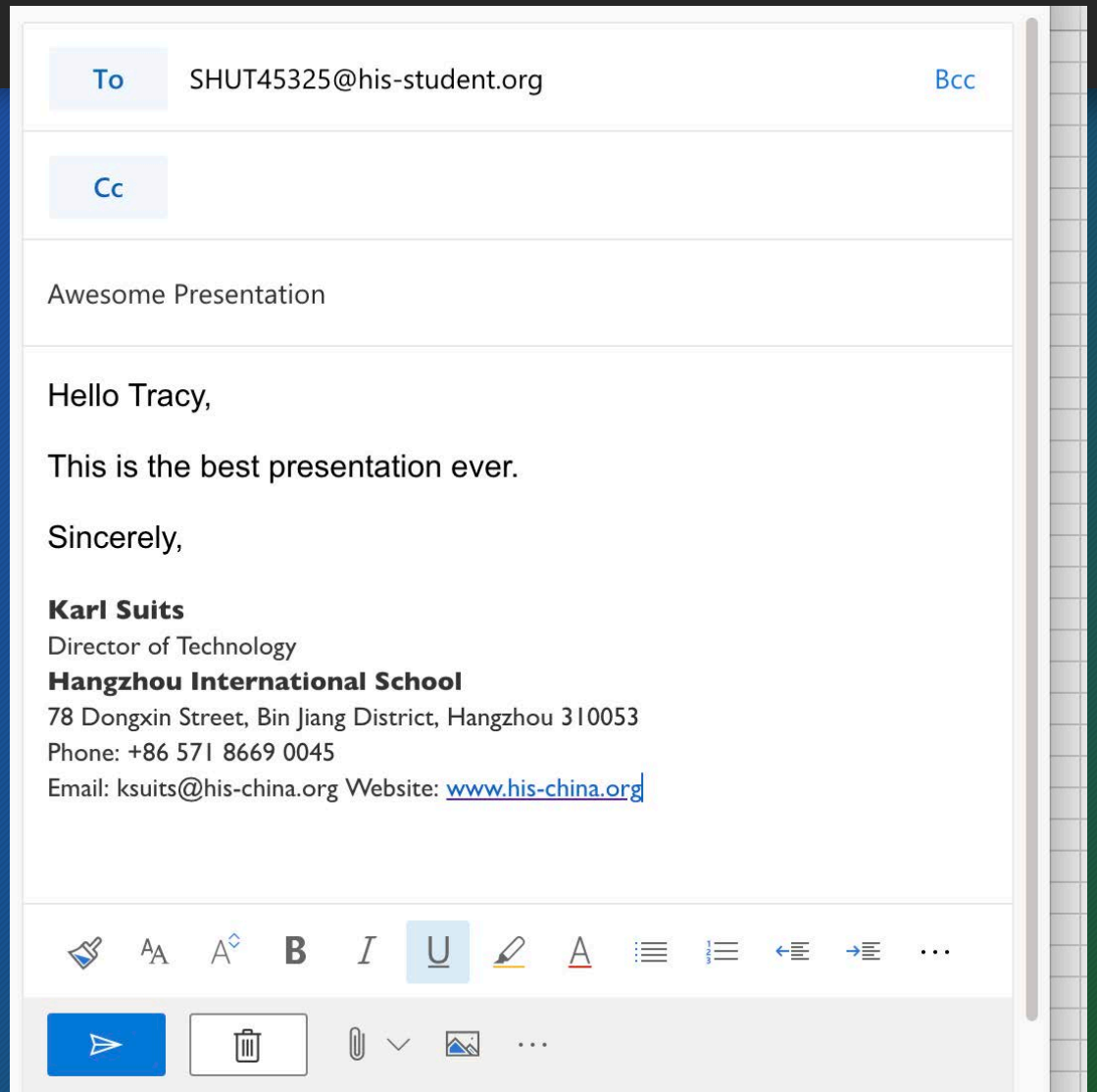
+8 GMT BEIJING
Time Zone

Active Directory/Email

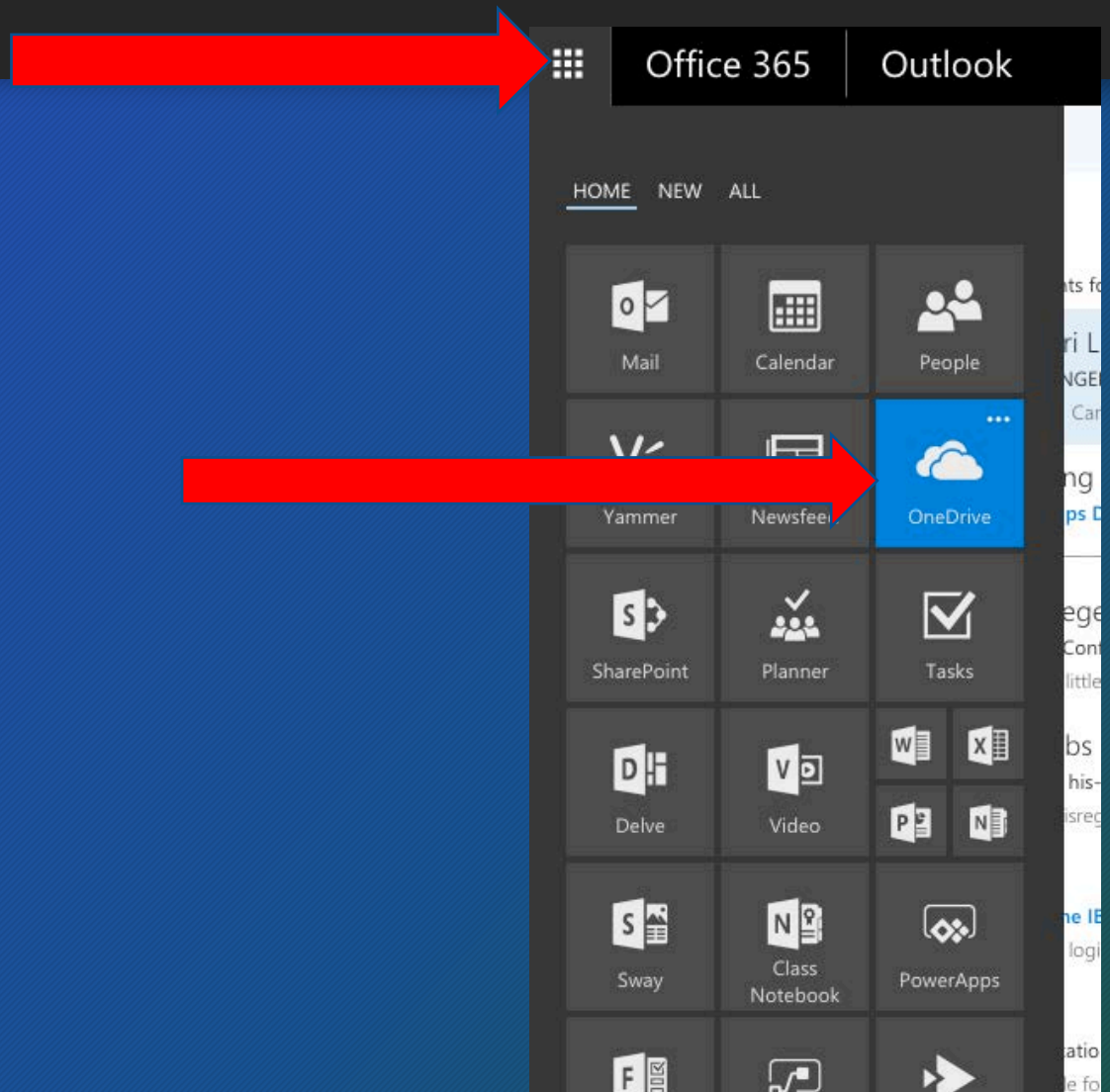
- Example Email Address
  - SUIK64453@his-student.org
- Example Active Directory Name
  - SUIK64453


Office 365
Buscar
Buenos días
Iniciar nuevo
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Sway
Forms
Calendario
Todas las aplicaciones

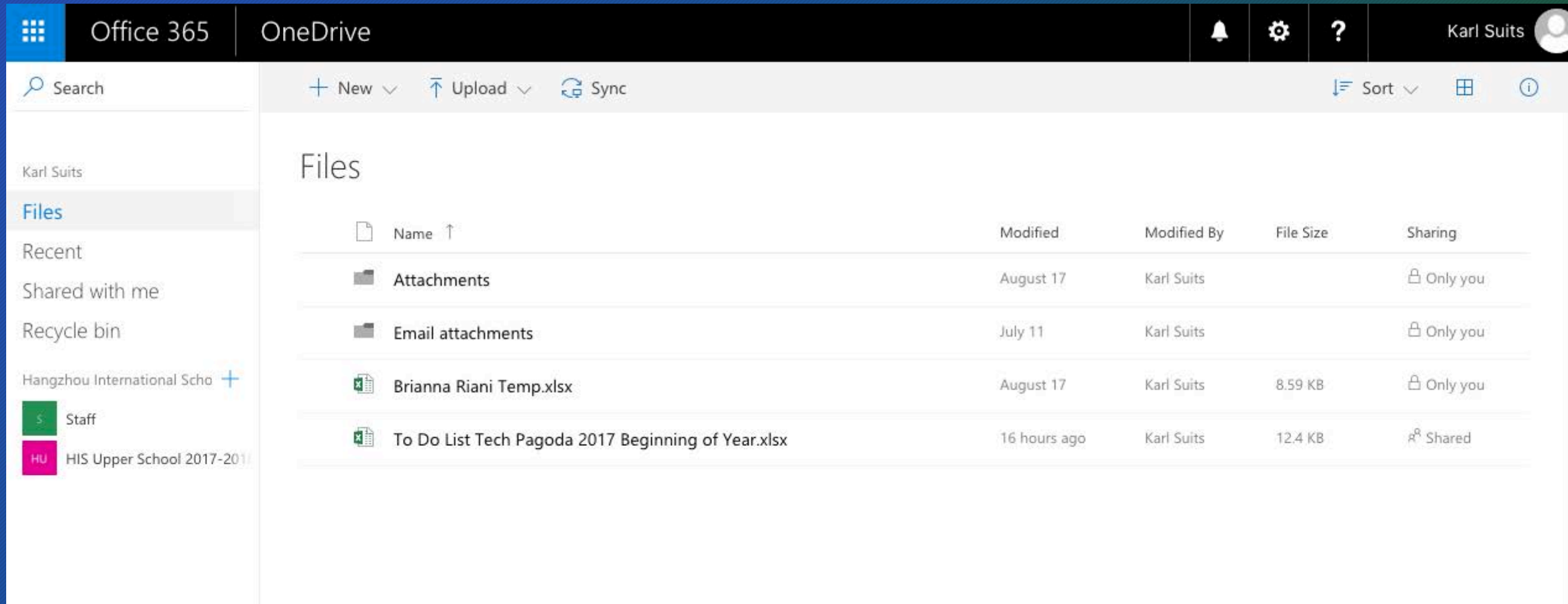
Send a new message to a friend



One Drive

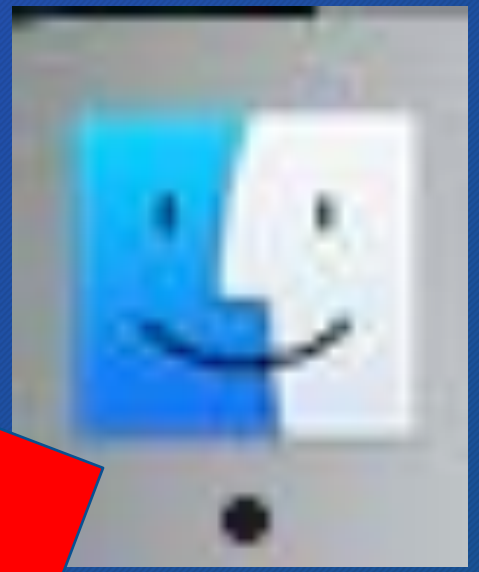

Office 365
Outlook
HOME
NEW
ALL
Mail
Calendar
People
Yammer
Newsfeed
OneDrive
SharePoint
Planner
Tasks
Delve
Video
Sway
Class Notebook
PowerApps

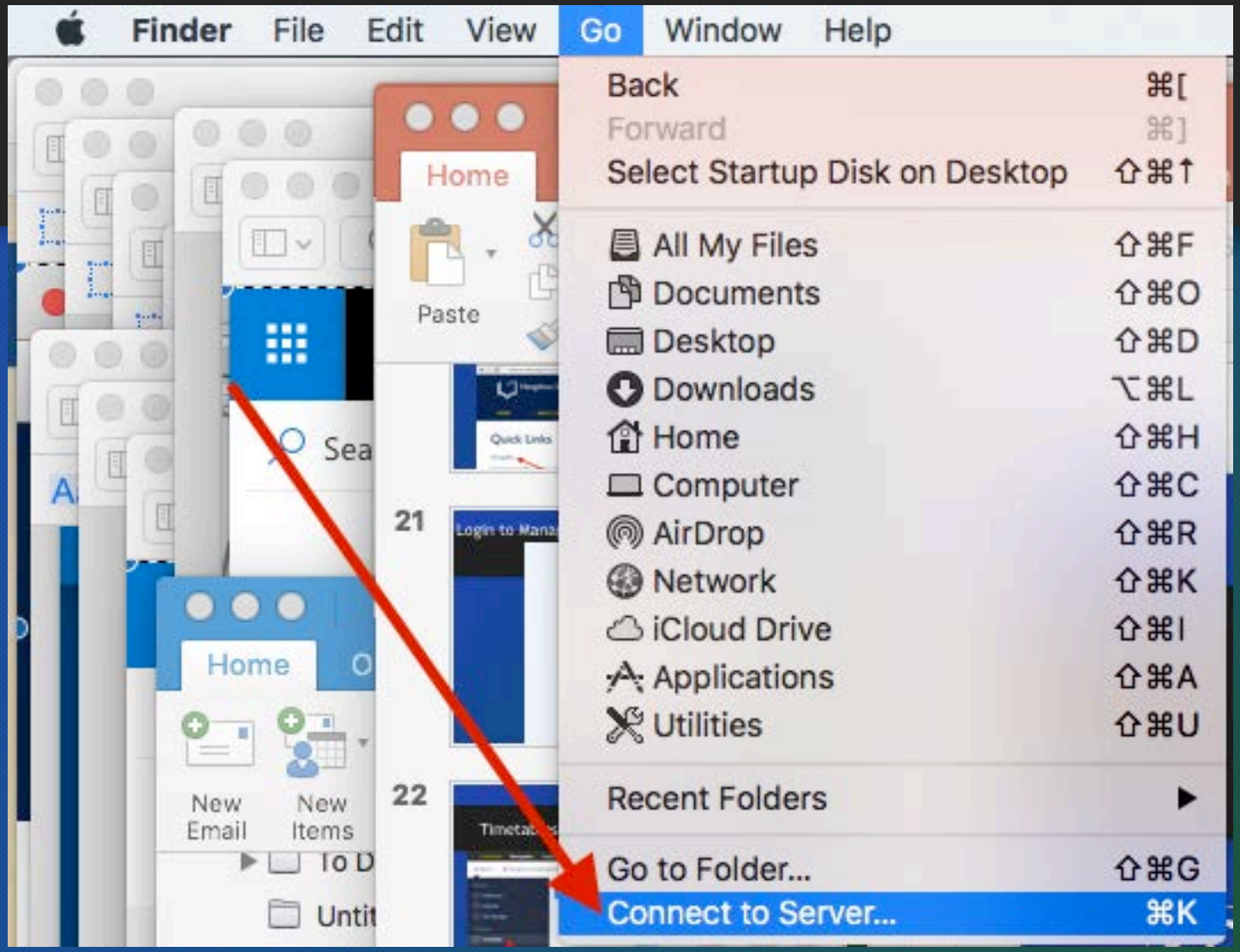
One Drive


Office 365
OneDrive
Karl Suits
Search
New
Upload
Sync
Sort
Karl Suits
Files
Recent
Shared with me
Recycle bin
Hangzhou International Scho
Staff
HIS Upper School 2017-201
Files
Name
Modified
Modified By
File Size
Sharing
Attachments
August 17
Karl Suits
Only you
Email attachments
July 11
Karl Suits
Only you
Brianna Riani Temp.xlsx
August 17
Karl Suits
8.59 KB
Only you
To Do List Tech Pagoda 2017 Beginning of Year.xlsx
16 hours ago
Karl Suits
12.4 KB
Shared

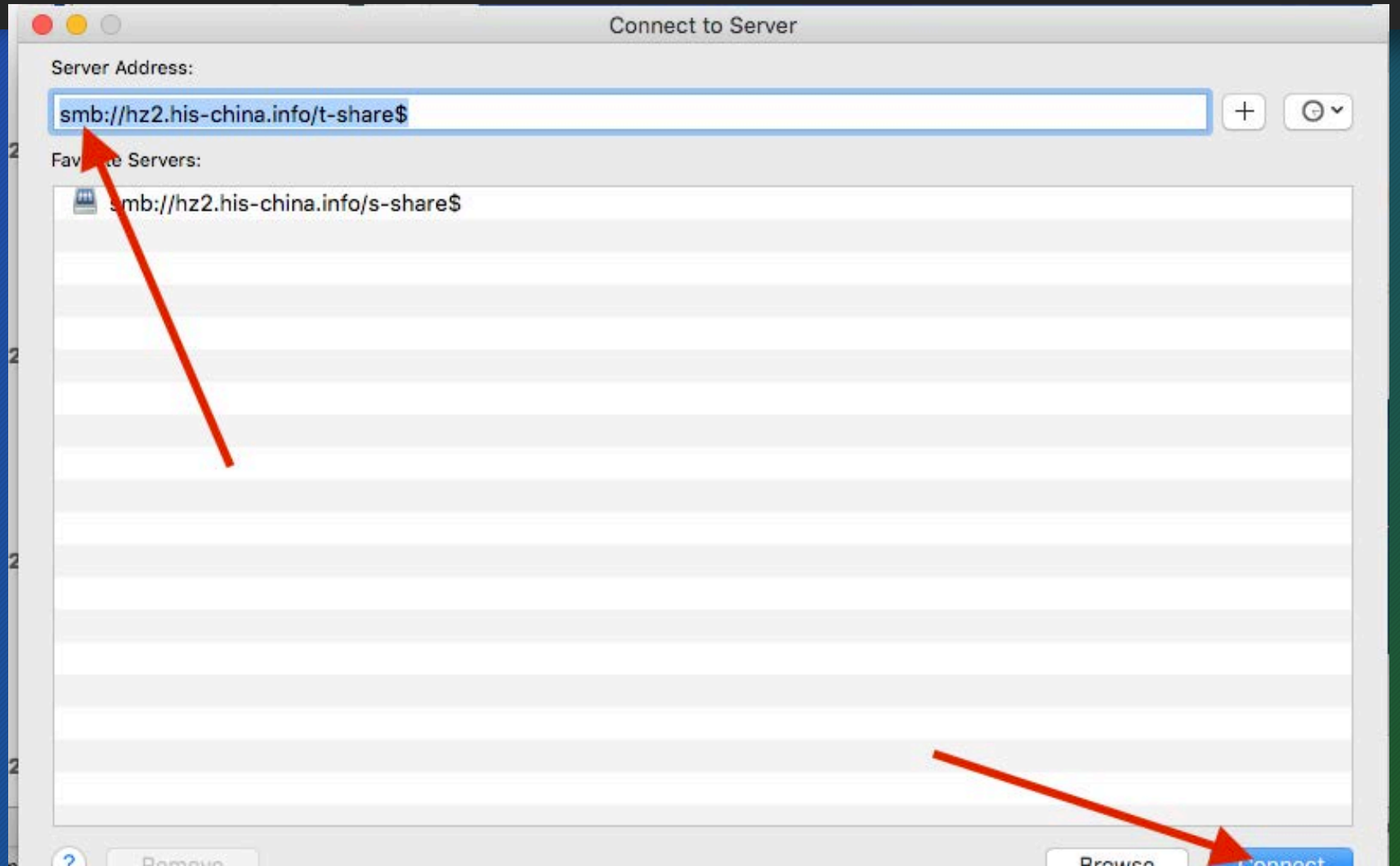
S Drive

- Click on Finder, bottom left



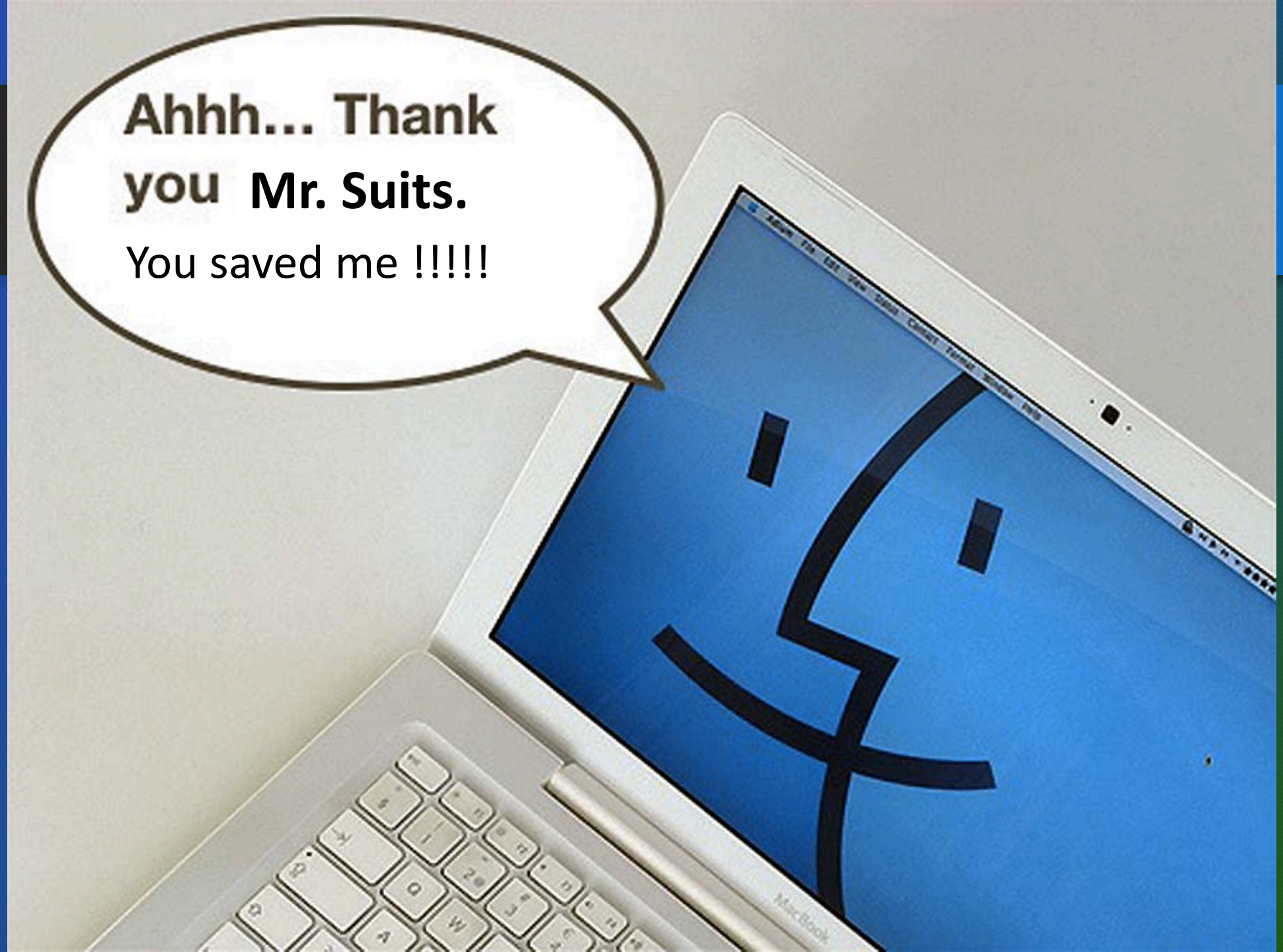

Finder
File
Edit
View
Go
Window
Help
Back ⌘[
Forward ⌘]
Select Startup Disk on Desktop ⇧⌘↑
All My Files ⇧⌘F
Documents ⇧⌘O
Desktop ⇧⌘D
Downloads ⌥⌘L
Home ⇧⌘H
Computer ⇧⌘C
AirDrop ⇧⌘R
Network ⇧⌘K
iCloud Drive ⇧⌘I
Applications ⇧⌘A
Utilities ⇧⌘U
Recent Folders
Go to Folder... ⇧⌘G
Connect to Server... ⌘K
Home
Paste
Home
New Email
New Items
21
22

smb://hz2.his-china.info/t-share$

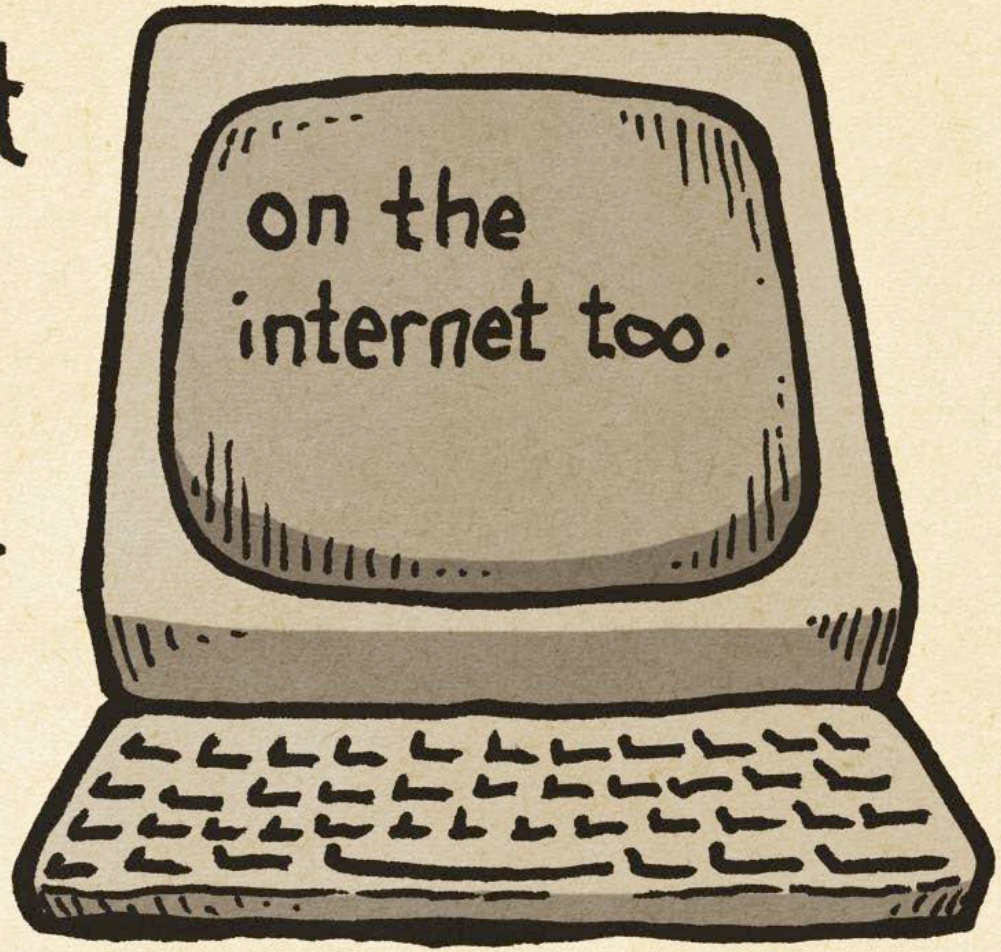


Typing program for free

- https://www.typing.com/


Ahhh... Thank you Mr. Suits.
You saved me !!!!!

Don't forget to be nice to people...



BRAINLESS TALES

Read and Sign School Laptop Policy

HIS Technology Responsible Use Agreement

Last Updated: May 4, 2017

HIS is proud to offer services and resources aimed towards better facilitating student learning through the use of technology integration. The purpose of these shared resources at HIS is to directly strengthen curriculum and enhance communication. The following is only a short list of only a few of our services and resources:

- HIS has a designated Tech Coordinator and Help Desk Technology Aides
- Microsoft Office365 with provides access to online Outlook (email), Word, PowerPoint, Excel and unlimited storage and file sharing with OneDrive for Business
- World-class curriculum enhancement subscriptions such as IXL Math, Learning A-Z, BrainPop, etc.
- Research Databases such as JStore, QuestiaSchools, WebPath Express and Encyclopedia Britannica
- Blogging, podcasting, website hosting tools for students and teachers
- Student and teacher local file sharing servers
- A high-speed wireless environment for bandwidth and internal network access
- VPN Network for all to have open access to resources around the world
  Use of interactive devices such as iPads, iPods, SmartBoards, and classroom projectors
- Access to a personal computer for each faculty member as well as for each student grades 6-12 (referred to as our 1:1 Program)
- Laptop carts as well as other accessible devices throughout our primary grades and upper schools
- Follow-me printing with individual print accounts for easy printing and copying
- Centralized device management for all HIS owned devices - providing ease of system updates, software installations, and security and grade appropriate restrictions

This Technology Responsible Use Agreement is designed to provide balanced guidelines for all users on our school network and equipment (both personal and school-owned). All network users, including faculty, staff and students, will be held accountable to this agreement. Violations can result in disciplinary action and limited privileges for network resources.

Network Usage

HIS together is continuously trying to improve its network environment to be optimized for high transfer speeds and easy access. It is important that users acknowledge each person is responsible for how they use the network including storage servers.

- All users of HIS internet services will refrain from video chatting and texting during the school day. (e.g. Skype, Messages, WeChat, Facetime, MSN Messenger, etc.)

- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and by not visiting sites that are degrading, pornographic, racist or inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will validate information.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Consequences of Misuse

Inappropriate use of HIS resources (including but not limited to items discussed above) will have violated HIS' Tech Responsible Use Agreement. Violation of the stated policies will be result in:

- **1st Offence:** Warning to user. User will be told to stop using the resource or will have restricted or limited access temporarily enforced.
- **2nd Offence:** For students, a note will be filed in the student's permanent student record and an email will be sent to both parents regarding the offence. For faculty, administration will be notified. Stricter access to resources will be enforced.
- **3rd Offence:** The user will be required to stop using all related tech resources and alternative arrangements will need to be made with administration. For students, parents will be required to come in and discuss alternative arrangements and plan of action. For faculty, this will be dealt with on a case by case basis with administrations involvement.

**Cases of gross violation of this User Agreement may result directly in automatic 3rd Offence consequences.*

Type *

- ◯ Faculty
- ◯ Student

Submit

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