

End-of-year MacBook Information – 2016 Rising Eighth Grade Students

In an effort to make the roll-in/roll-out process easier for you, we will be collecting the MacBooks for next year's eighth graders **this Thursday, May 26, prior to your 8:00 exam**. This will be more convenient for you, since you will only need to come back to the school to pick up, rather than to drop off and pick up, the laptop. **Please come between 7:30 and 7:55 to Dunning Hall to drop off your laptop**. We must collect all MacBooks of current seventh graders at this time, unless you are exempting that exam. If that is the case, please reply to this email and arrange a time to "roll-in" your laptop on Wednesday. **This roll-in time is required for all current seventh grade students.**

We do not need chargers or extension cords, but please bring the laptop fully charged. A copy of the AUP and Laptop Contract for the 2016-17 school year are attached to this email and available on the school's website under QuickLinks/School Forms. Both you and your parents are required to read these documents, sign the last page of the Laptop Contract, and return it when you pick up the MacBook.

Only the student or one of his/her parents may pick up the MacBook. It will not be released to another student. The location for pick up is the Tech Department, located in the lower level of the Dove Center.

Schedule for Pick Up

| <u>Next Year's Grade</u> | <u>Roll-in Date/Time</u> | <u>Pick up Date / Time</u> |
|--------------------------|------------------------------------|--|
| 8 th | This Thursday, May 26 7:30-7:55 | June 7 /11:00 a.m. (Last Names A-L) June 7 / 1:00 p.m. (Last Names M-Z) |

When MacBooks are picked up, to receive their laptop, students must bring the following:

- 1) A padded laptop bag (which must be approved)
- 2) An ID tag with the student's name, address and phone number on one side and the school's name, address, and phone number on the other
- 3) Earbuds to be used during the school year (which must stay in the bag)
- 4) The Laptop Contract signed by both the student and the parent
- 5) Username and password for the MacBook (same one that was used last year)
- 6) Apple ID username and password (same one that was used last year)
- 7) A USB stick drive that is at least 8GB, preferably 16 GB

Students will receive back the same laptop they had this year, however, **the re-imaging process wipes out ALL data stored on the computer. It is imperative that students copy any files they wish to keep to a stick drive or the cloud AND deauthorize their iTunes account, so that they will not lose one of their five "installs" for items purchased through the iTunes store.** (See below for instructions for performing both of these tasks.)

If there is damage to a student's MacBook when it is turned in for reimaging, it will be sent off for repair. If you know there is damage, please bring a check for \$100 made out to Houston Academy to cover the deductible when you bring the laptop. We will not give out loaners during the summer. We will return the MacBook to the student as soon as it is repaired.

Backing up Files from Your MacBook

Data can be copied to a USB stick drive, external hard drive, Google Drive, iCloud, or other cloud-based service. The instructions below are for copying to a stick drive. I provided students with a handout earlier this month that gave instructions for backing up to Google Drive, as well.

- 1) Insert the USB stick drive into your MacBook. An icon for the stick drive will pop up on your desktop.
- 2) Click on the background of your desktop. This will make Finder the active application. Click on the **Go menu** across the top and then select **Home** from the drop down menu. This will open a Finder window that displays your **Home** folder. This folder contains subfolders that contain all of the files you need to backup.
- 3) The files you want to copy will most likely be in the **Desktop, Documents, Downloads, Movies, Music, and Pictures** folders. Don't worry about the Applications, Dropbox, or Public folders. Drag each of the folders listed in bold above over and drop them on the stick drive icon on the desktop. A window will pop up notifying you that files are being copied.
- 4) To back up Safari bookmarks: Open Safari, Click File, Click Export Bookmarks, Choose your stick drive as the location to save, and click Save. To back up Google Chrome bookmarks: Click the Chrome menu  on the browser toolbar, select Bookmarks, select Bookmark manager, click the Organize menu in the manager, and select Export bookmarks. Chrome will export your bookmarks as a HTML file, which you can then import into Chrome when you receive your laptop back.

DON'T FORGET TO EJECT YOUR STICK DRIVE BEFORE REMOVING IT!!

Deauthorizing iTunes

“Authorizing and deauthorizing a computer allows you to manage which computers can sync or use apps, audiobooks, books, music, movies, or other content you've purchased from the iTunes Store.

You can use or sync your purchases from the iTunes Store on up to five different computers. When you sync or play an item you've purchased, your computer is "authorized" for purchase using your Apple ID.

To Deauthorize a Computer

- 1) Open iTunes.
- 2) From the Account menu, hover over Authorizations, and then click on Deauthorize This Computer.
- 3) When prompted, enter your Apple ID and password, then click Deauthorize.”

For further information, see <https://support.apple.com/en-us/HT204385>