

## **TECHNOLOGY SUPPORT CENTER (TSC)**

### **Hours**

The TSC will be open from 7:30-4:00 M-F to help with any school related questions concerning technology and applications. After hours help can be arranged through email to TSC personnel. Remember to bring your iPads charged to school every day and participate in good digital citizenship habits.

### **Copies**

Students are able to make copies in the Library/Media Center, Loretto Hall, Cunningham, and the in Shiel Student Life Center-basement. Please log into the copiers with your school credentials. Each student is given \$50 virtual dollars to be used for printing and copying per year. Black and white prints/copies are \$0.01/page and color copies are \$0.25/page. Once this amount is exceeded, students can reload their allotment by going to the Technology Support Center and can pay by any amount requests. Cash or check is accepted.

### **The Lost & Found**

The lost and found location for iPads is in the TSC. Please return iPads to this location. If you have lost your iPad please report immediately to the TSC. Taking other students iPads is a serious felony that will be reported to the police and a permanent criminal record will occur along with possible jail time. Remember to turn Find My iPad ON to help locate your iPad.

### **Filewave**

All iPads will need to have the Filewave Management system installed. If Filewave is removed you will be sent an email from Technology with the instructions on how to reinstall. Please visit TSC for further instruction. If you fail to do this, detentions will be issued.

### **Damaged or Missing iPad**

In the event that your iPad is damaged or missing, the TSC may be able to assign you with a short-term loaner iPad. A liability form will need to be signed, and the length of time will be discussed with TSC. Please take extra care of all loaners.