

Digital Dragon Year 2 Mac Attack Training Part A

Tech Pagoda

Mr. Karl Suits
Director of Technology

By the end of today you will know how to

- Protect your computer
- Change your password
- Use the school website
- Use Email
- Login to ManageBac
- Find your timetable and homework
- Save website favorites
- Use S Drive
- Use One Drive
- Improve my typing

Digital Dragon Program

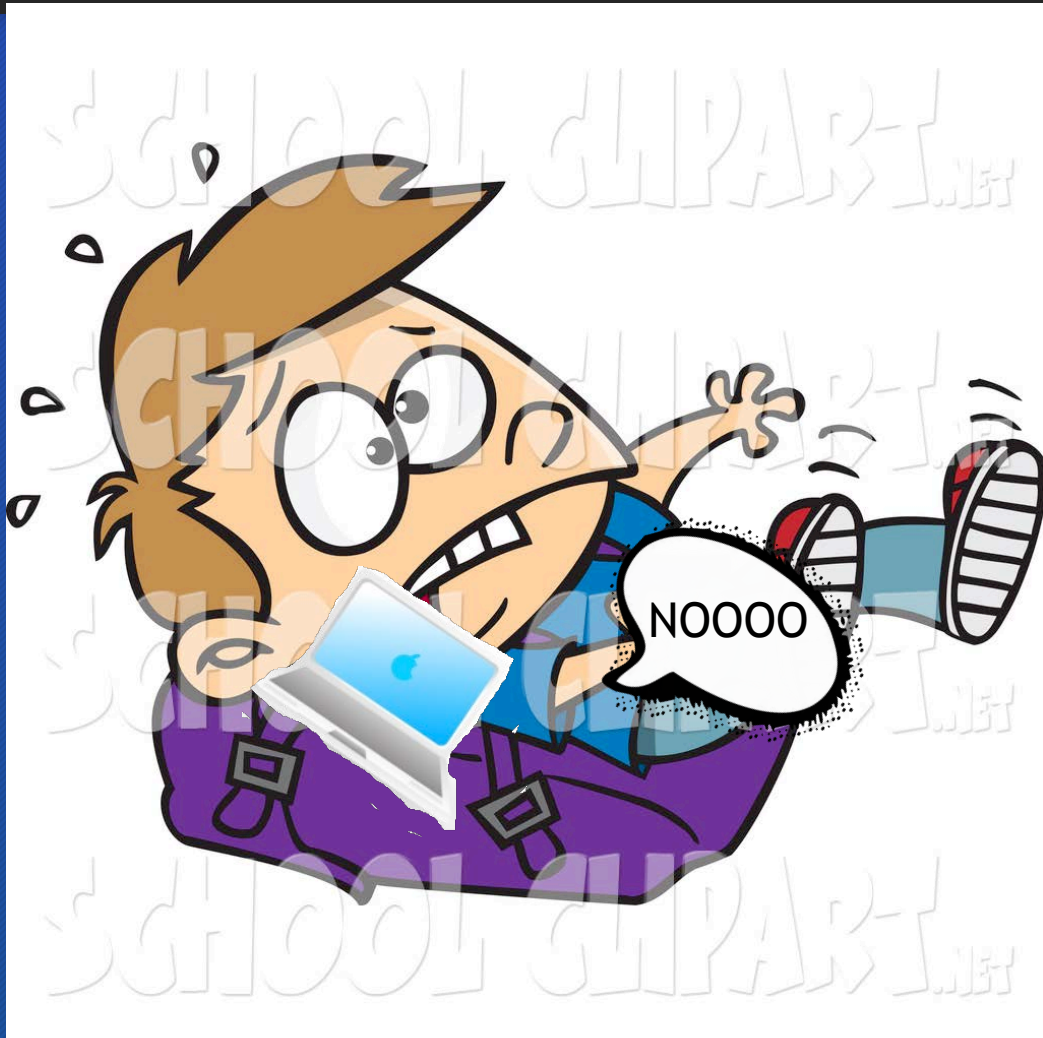
- Year 1 (Grade 5)
 - Personalize my laptop
 - Practice Laptop care
 - Use the web skillfully
 - Practice Digital Citizenship
 - Research
 - Communicate locally and globally
 - Computational thinking
- Year 2 (Grade 6)
 - Be an independent student using Office 365 and ManageBac to organize myself
- Upon 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.



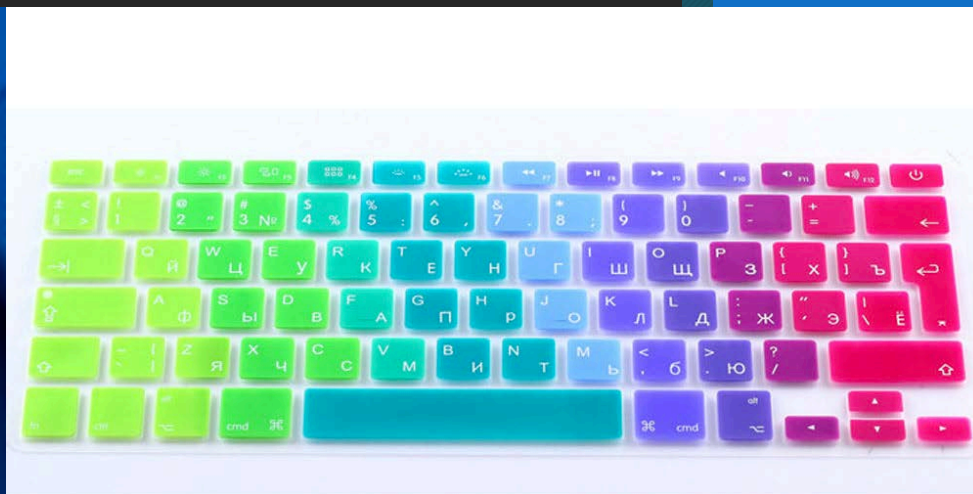
Protective house cover defense!!!!



Backpack on the floor, NOOOOOO!!!!



Keyboard cover water, BLOCK?

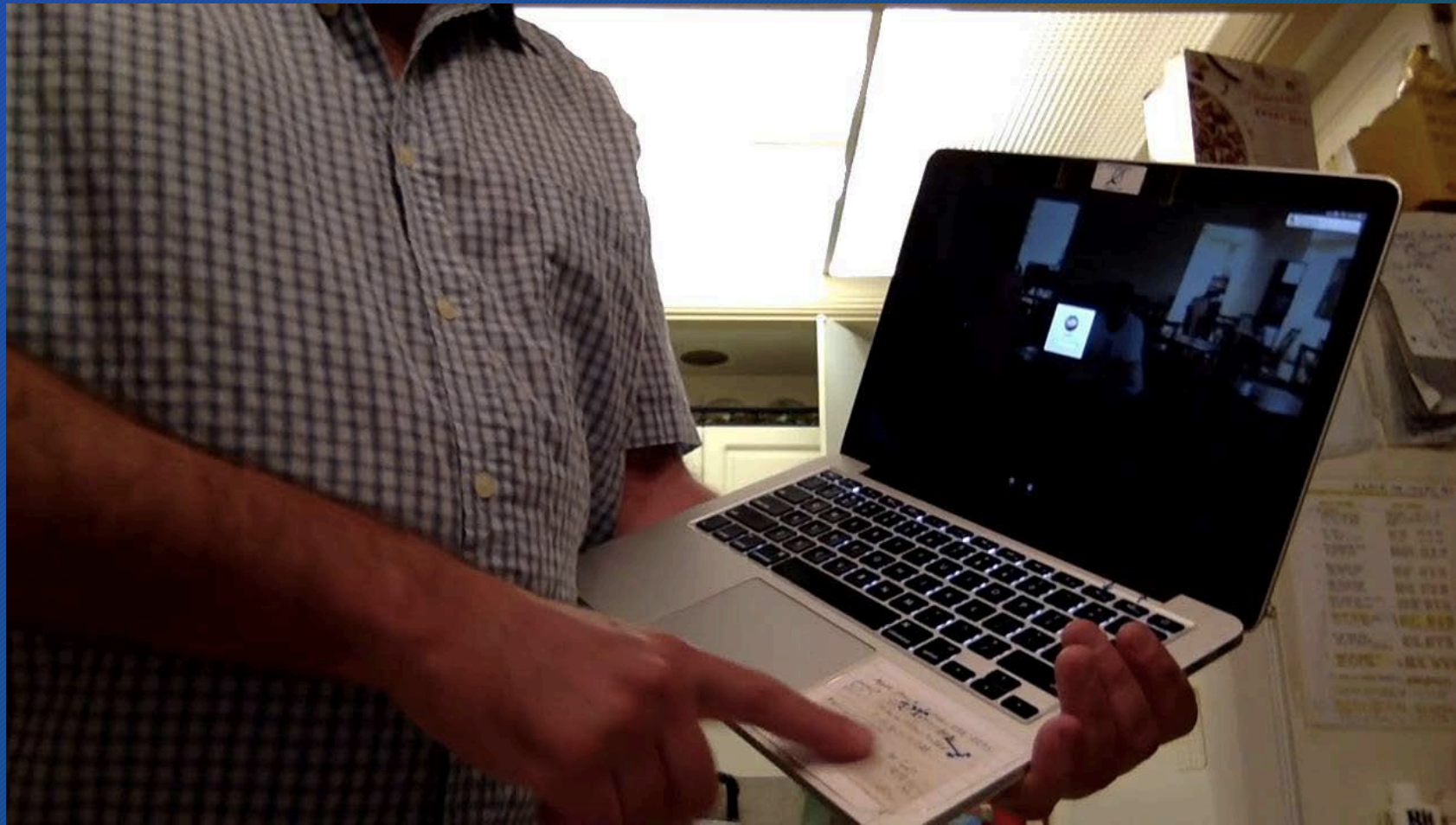


OH NOOOOOOOOOOOO!



BAM!
SMACK!
POW!

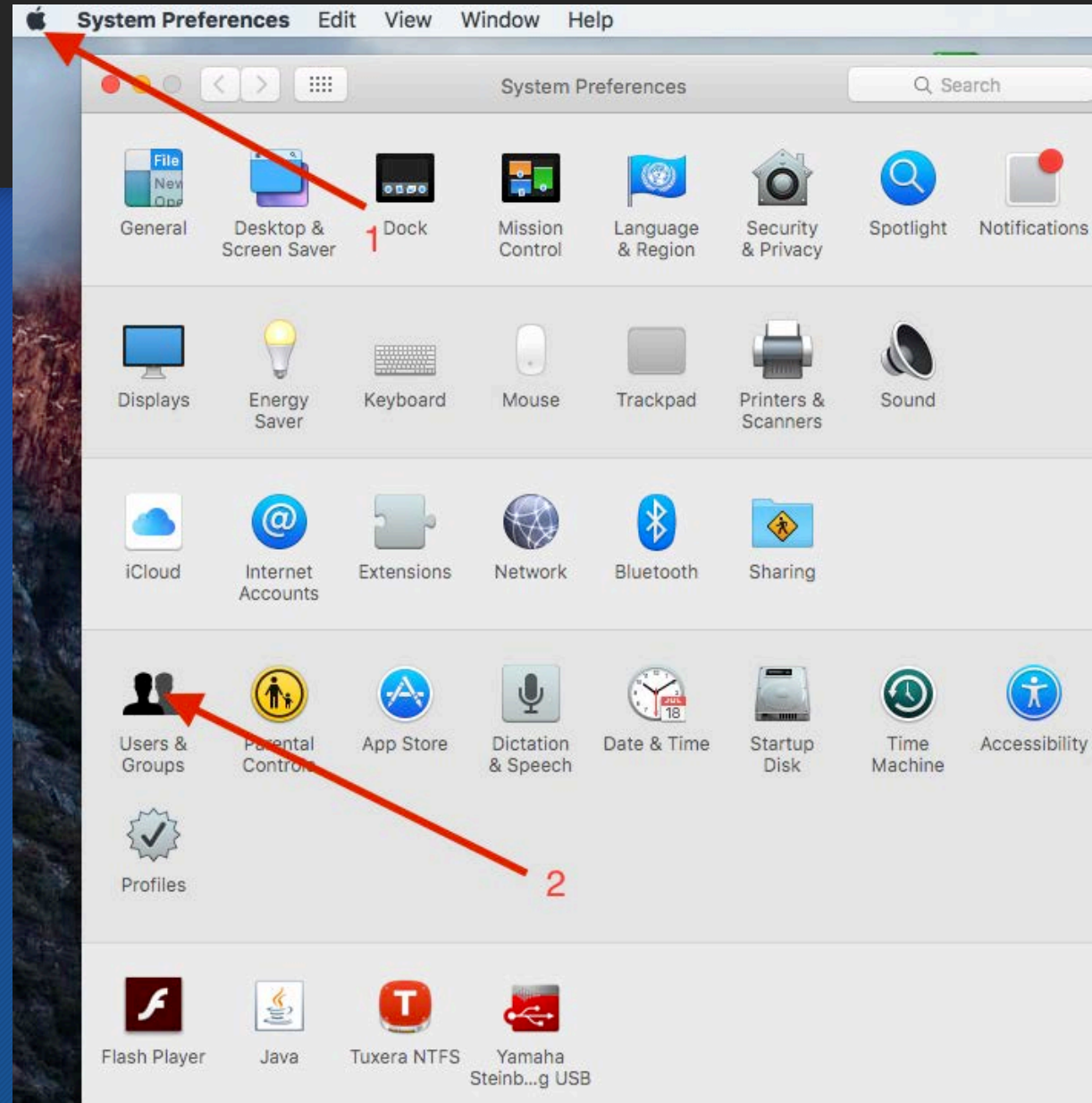
Carry the laptop by its base, not the screen



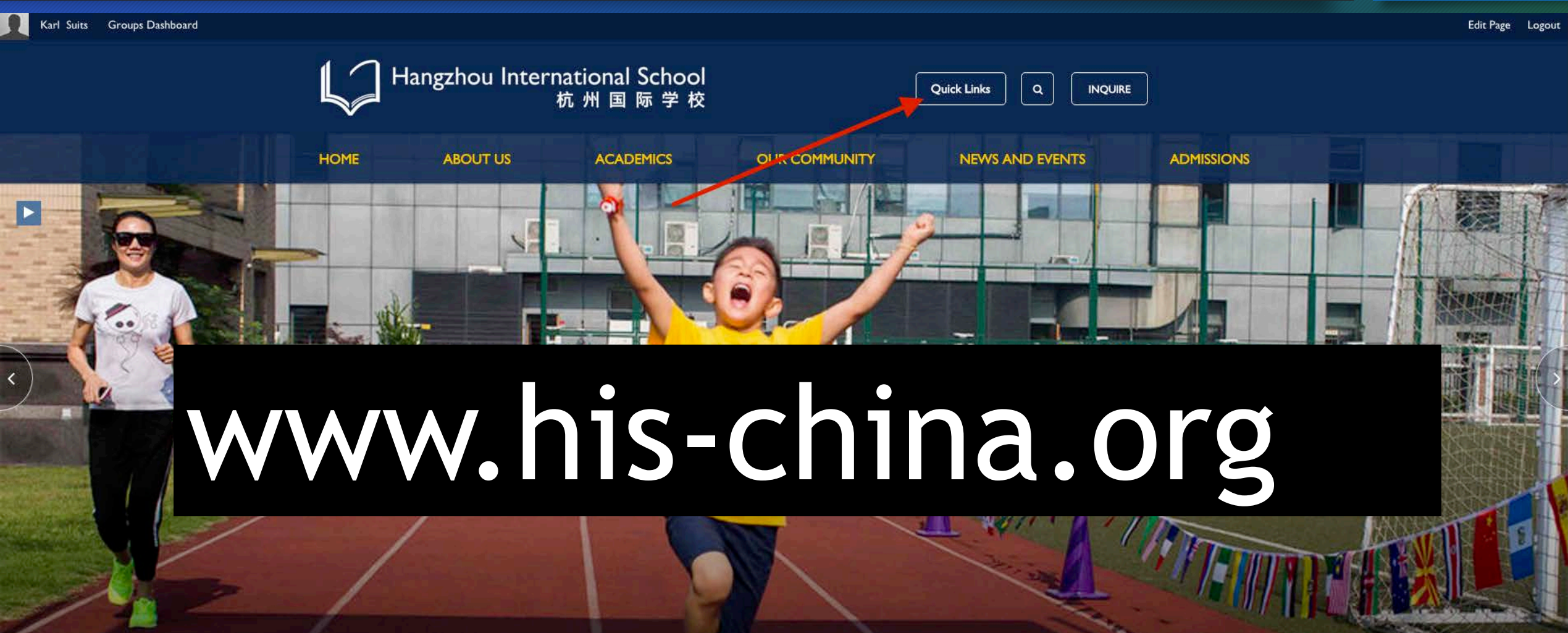
Super secret password



Change your Password

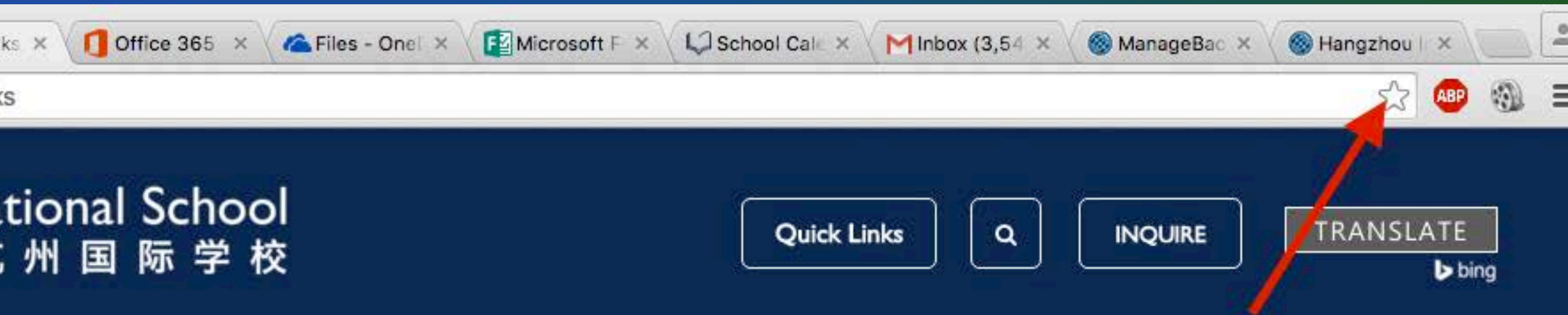


School Website -> Quick Links

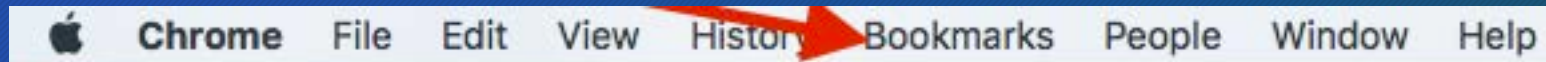


Favorites

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



Starred pages go under Bookmarks





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



plong@his-china.org

Work or school, or personal Microsoft account

SUIK45546@his-student.org

.....

☒ Keep me signed in

Sign in

Back

[Can't access your account?](#)

Good afternoon

Search online documents



↓ Install Office 2016

Other installs



Mail



Calendar



Sway



Word



PowerPoint



Excel



OneDrive



Forms



Planner



People



Tasks



Video



SharePoint



Delve



Newsfeed



Yammer



PowerApps



Flow



Stream



Teams



Dynamics 365

Documents

New ▾

RECENT

PINNED

SHARED WITH ME

LAST OPENED



To Do List Tech Pagoda 2017 Beginning of Year
hischina-my.sharepoint.com » ... » Documents

1 hour ago



Application Check-Off Grid
hischina-my.sharepoint.com » ... » Email attachments

3 days ago



Office 365

Search Mail and People



^ Folders +

Inbox 145

Sent Items

Drafts 3

[More](#)

^ Groups New +



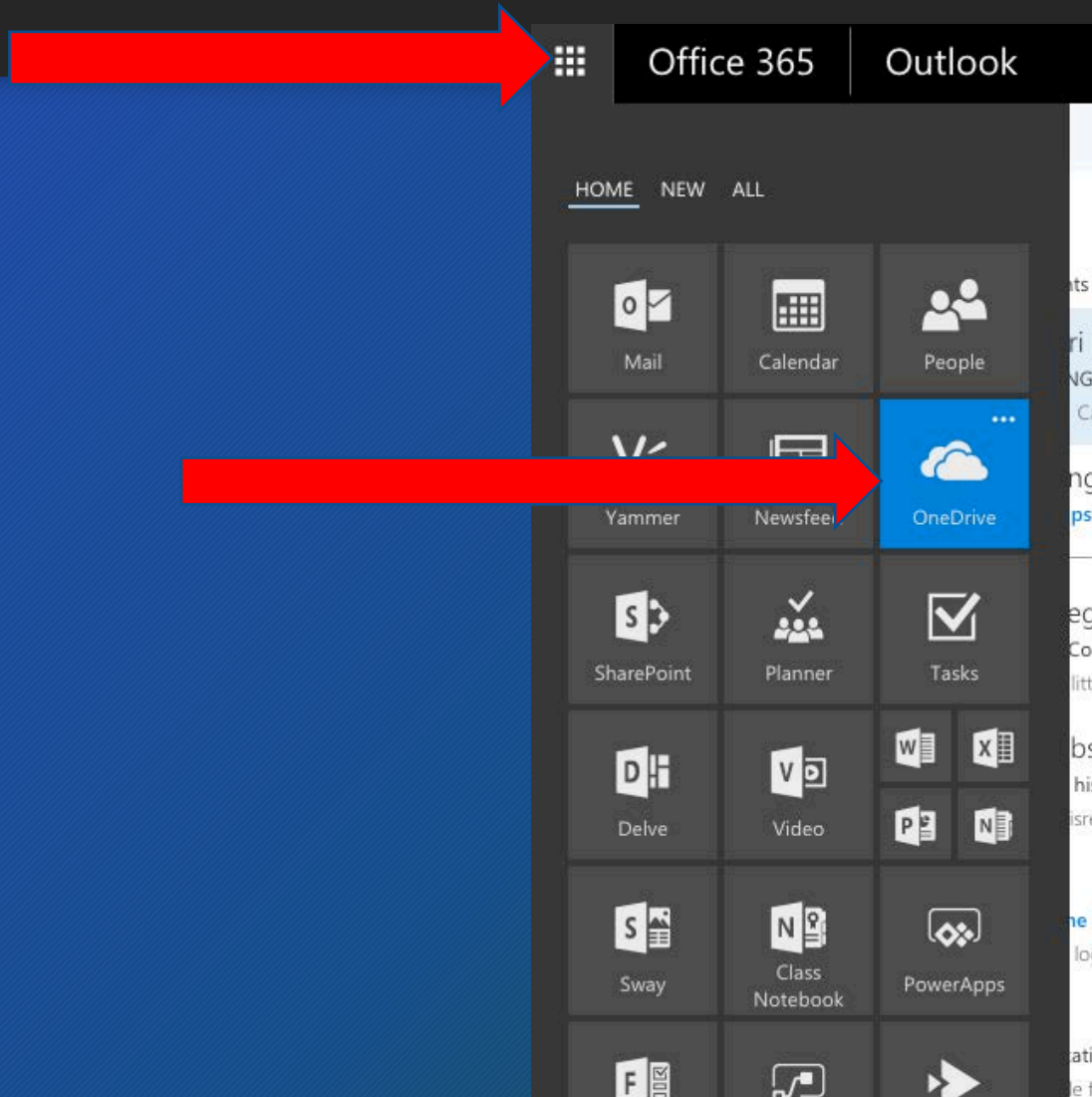
HIS Upper Sch



HIS Lower Sch

→ [Discover](#)

One Drive



One Drive

Office 365

OneDrive

Karl Suits

Search

Karl Suits

Files

Recent

Shared with me

Recycle bin

Hangzhou International Scho +

S Staff

HU HIS Upper School 2017-2011

+ New

↑ Upload

↻ Sync

Sort

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



Hangzhou International School
杭州国际学校

Quick Links

Q

INQUIRE

TRANSLATE

bing

HOME

ABOUT US

ACADEMICS

OUR COMMUNITY

NEWS AND EVENTS

ADMISSIONS

Quick Links

ManageBac

School Email (Office 365) for Students and Staff

Login to ManageBac



Hangzhou International School

Login *

SUIK45544@his-student.org



Password *

[Forgot your password?](#)

.....



Remember me for 30 days (This is a trusted computer that only I have access to)

Sign-in

Timetables

[LaunchPad](#) [ManageBac](#) [Subject Centre](#) [Logout Everywhere](#)

[Menu](#) [Hangzhou International School](#)  Min (Min) KIM [6](#) [Help & Support](#)

GENERAL

[Dashboard](#)

[Calendar](#)

[Year Manager](#)

ACADEMICS

[Timetables](#)

[Classes](#)

[Portfolio](#)

[Reports](#)

[Reflections](#)

[Groups](#)

Weekly Timetables

[<](#) August 28, 2017 [Calendar](#) [>](#)

[Download PDF](#)

Period	Mon, August 28	Tue, August 29	Wed, August 30	Thu, August 31	Fri, September 1
1		School Supported Self-Taught Korean Literature SL 8:00AM - 9:10AM Jessamine Koenig ✉ A113	IB Math HL HL 8:00AM - 9:10AM Andrew Riege ✉ A301	IB Physics 8:00AM - 9:10AM Andrew Riege ✉ A301	IB Chemistry 8:00AM - 9:10AM Jacob Haag ✉ A201
2	IB Math HL HL 9:15AM - 10:40AM Andrew Riege ✉ A301	IB Physics 9:15AM - 10:40AM Andrew Riege ✉ A301	IB English B 9:15AM - 10:40AM Marisa Confait ✉ B003	IB Economics 9:15AM - 10:40AM Simon Lamplugh ✉ A002	School Supported Self-Taught Korean Literature SL 9:15AM - 10:40AM Jessamine Koenig ✉ A113

Homework

[LaunchPad](#) [ManageBac](#) [Subject Centre](#) [Logout Everywhere](#)

[Menu](#) [Hangzhou International School](#)  [Min \(Min\) KIM](#) [6](#) [Help & Support](#)

GENERAL

[Dashboard](#)

[Calendar](#)

[Year Manager](#)

ACADEMICS

[Timetables](#)

[Classes](#)

[Portfolio](#)

[Reports](#)

[Reflections](#)

[Groups](#)

Calendar

< Today >

August 2017

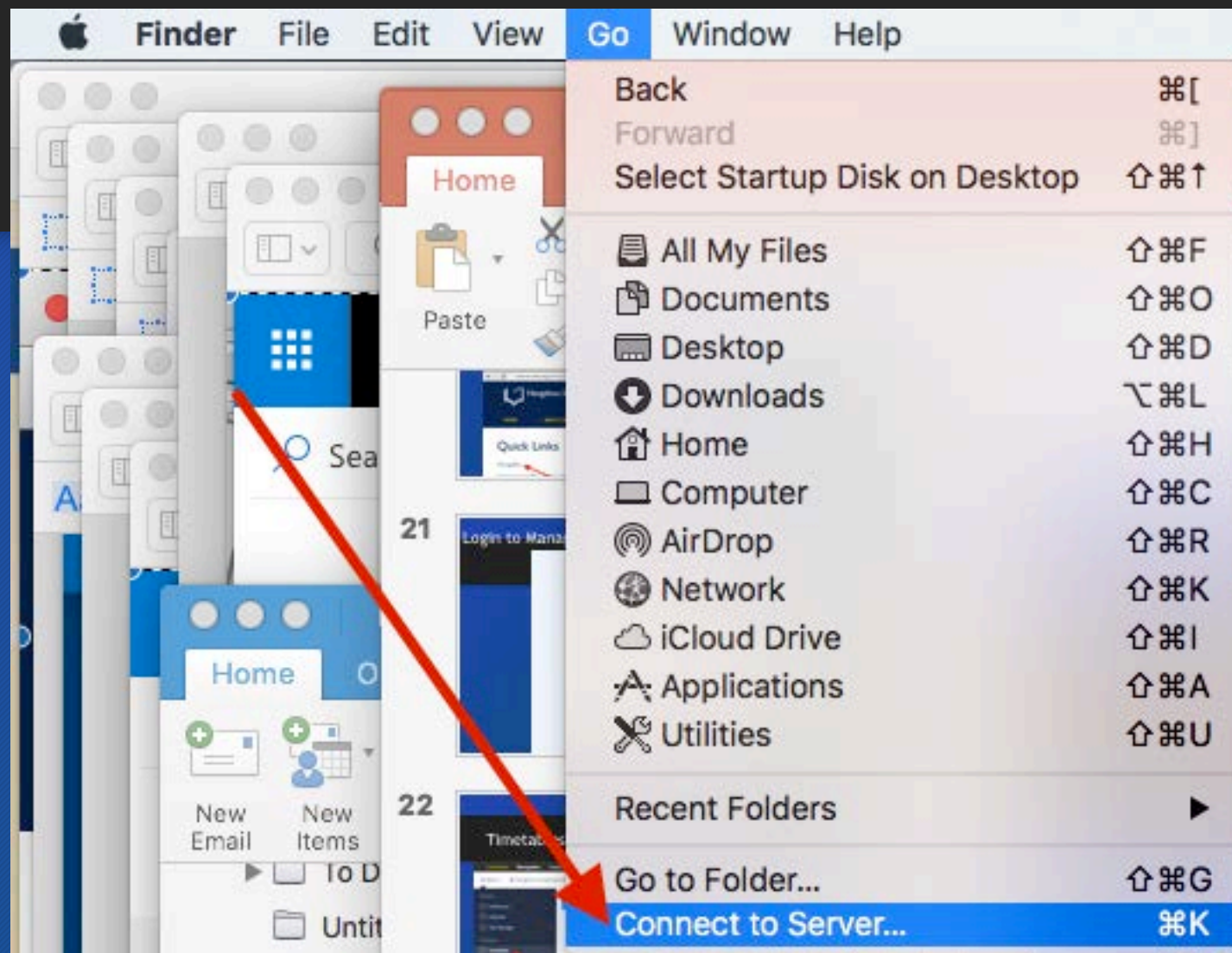
Month Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

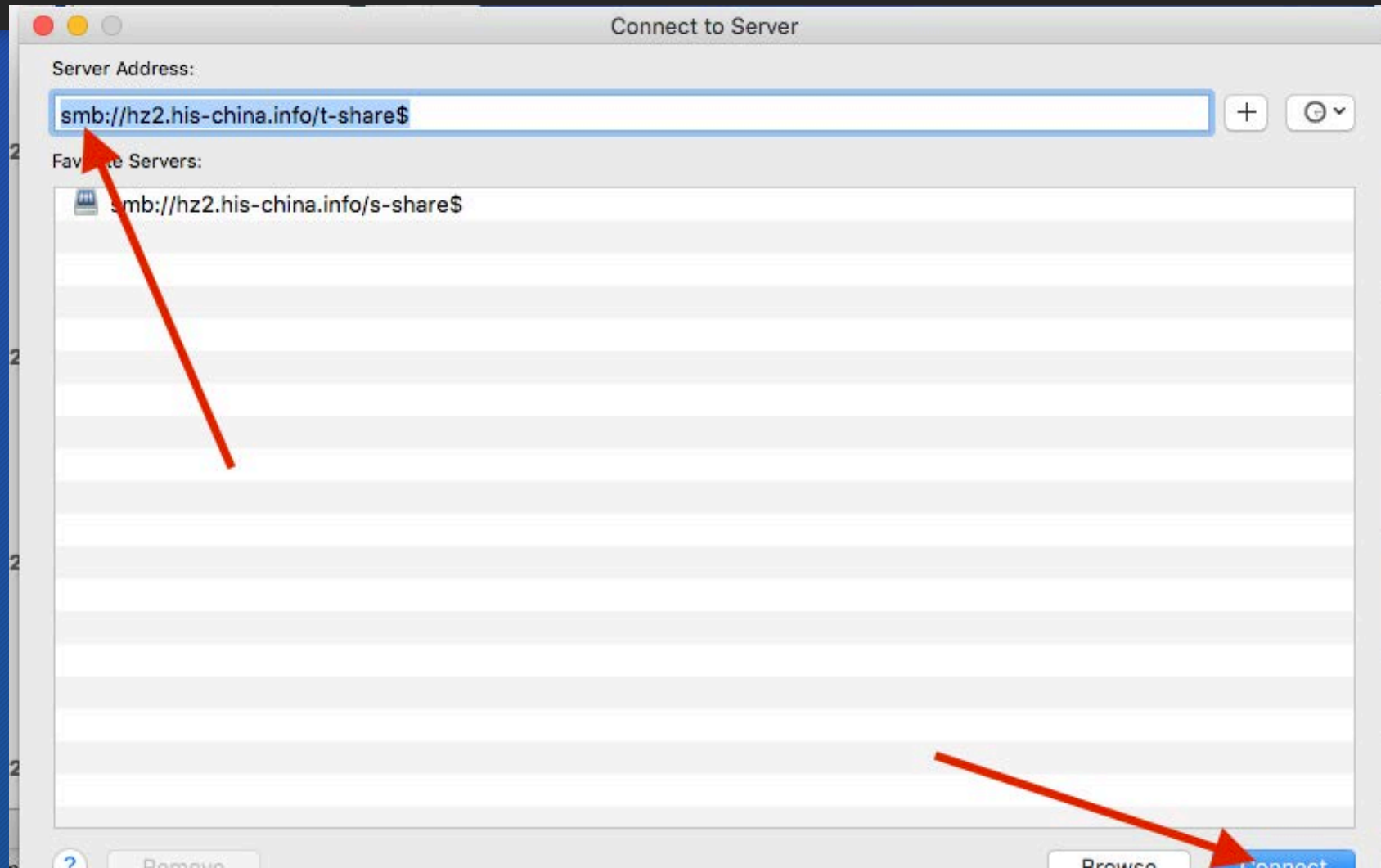
S Drive

- Click on Finder, bottom left





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



Typing program for free

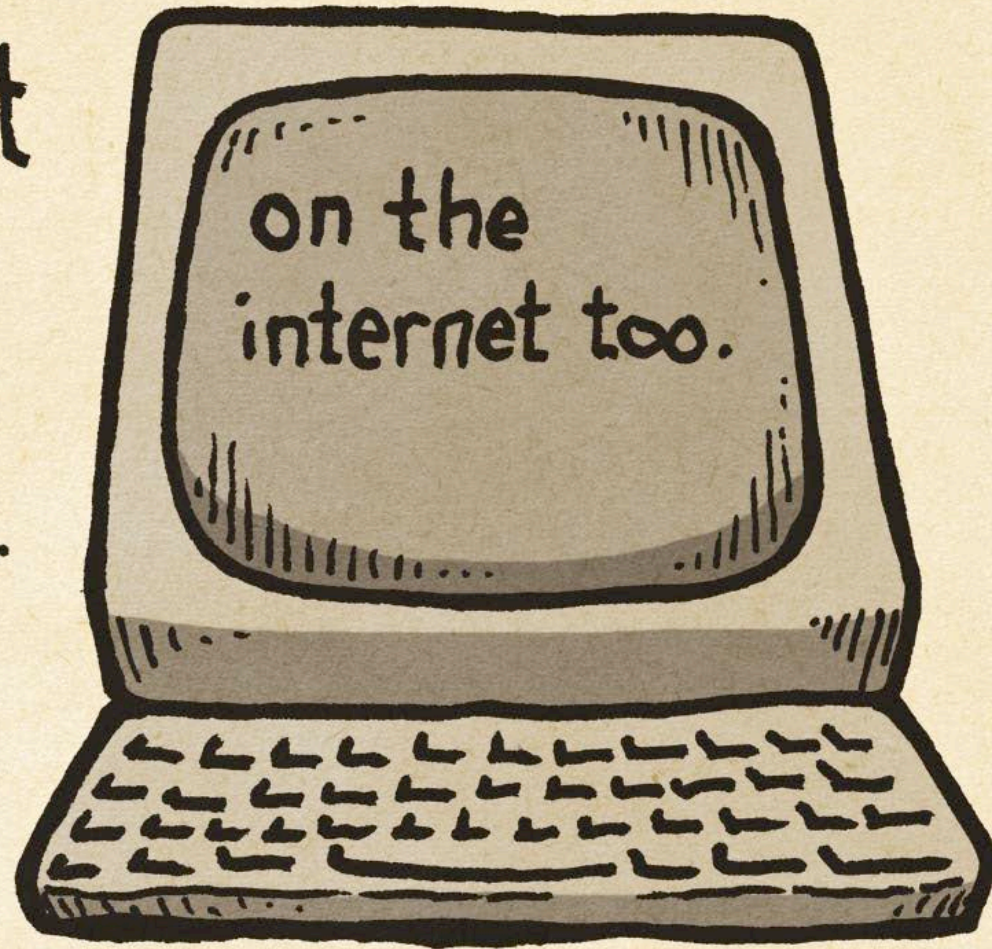
- <https://www.typing.com/>

**Ahhh... Thank
you Mr. Suits.**

You saved me !!!!!



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



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 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

Powered by JotForm