



Technology Department
15300 Gray Road
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(317) 582-0120 – Office
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<http://www.guerincatholic.org>

To: The Parents of New Incoming Students

Subject: Guerin Catholic High School Technology Platform

Welcome! Your student is about to enter the community of Guerin Catholic High School! This is an exciting time in their lives, and the technology platform here at school will be a major part of their high school experience.

In this packet, you will find:

- A Copy of the school's iPrism Web Content Filtering System
- A Copy of the Helpdesk Procedures letter
- Instructions for ordering your student's laptop computer- PLEASE ORDER YOUR LAPTOP BETWEEN May 15th and July 1st. You will need to make an appointment to have the laptop imaged (see below). ***IMPORTANT: IF YOU ARE TAKING A SUMMER CLASS, PLEASE ORDER YOUR LAPTOP ASAP. WE WILL BE IMAGING THEM THE FIRST DAY OF CLASS.***
- Instructions for our "Imaging Procedures"
- Instructions for scheduling your time slot for imaging.

If, at any point in this process you have any questions or concerns, please do not hesitate to contact us.

I am looking forward to working along with you to make your child's technology experience a productive, memorable one.

In Christ,

Scott C. Sandstrom
Director of Technology



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To: The Parents and Students

Subject: Guerin Catholic's iPrism Web Content Filtering System

Guerin Catholic High School utilizes a network wide web browsing content filtering system, called iPrism, which filters the students' access to the Internet. iPrism filters content such as adult content, social media (Facebook, YouTube, etc.), malicious software, pop-up advertising, hate/criminal content, etc.

For the past year, Guerin Catholic's technology team, along with Apple, and Edgewave Software have developed a program to extend these filtering capabilities while off-campus as well as on-campus.

Your child's laptop will have this leading edge filtering technology installed as part of the laptop imaging process. The filtering rules for off-campus browsing add the ability to access social media and shopping (which are blocked on-campus). If you would prefer for your child NOT to have access to these sites, and to have the same rule set off-campus as on campus, please contact Mr. Scott McNamee, Director of Campus Ministries.

If you have any questions, please feel free to contact me.

Regards,

Scott C. Sandstrom
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To: The Parents and Students

Subject: Guerin Catholic High School Student Helpdesk

The Student Helpdesk Center is located in the media center. The Student Helpdesk Center will be staffed from 7:30am-7:45am, during Kairos, and from 3:15pm-3:45pm.

To obtain service, the student is required to complete an online service request form (<http://hd1.guerincatholic.org>) and will be issued a service ticket number. The student can check the status of their request online at anytime using this ticket number.

For items that require manufacture service (motherboards, screens, hard drives, etc.), your laptop will either be repaired onsite by a factory-trained technician, or your laptop will be sent to a repair depot for service. Guerin Catholic utilizes an Apple authorized warranty repair center located in Carmel. When your laptop repairs are complete, the laptop will be returned to you. Regardless of how your laptop is repaired, most repairs are made and the laptop is returned to the student within 1-2 business days.

For items not requiring factor service (lost passwords, etc.), you may visit the Student Helpdesk Center during the above times.

Please note that neither Media Center nor Front Desk personnel will be able to answer questions about laptops.

If you have any questions, please feel free to contact me.

Regards,

Scott C. Sandstrom
Director of Technology

Guerin Catholic High School
2011-2012 Laptop Choices

We are recommending the 13" MacBook Pro as the recommended system. Since the system is manufactured with a machined aluminum chassis vs. plastic chassis of the alternate system, history has shown that over the four years your student is at Guerin Catholic, there will be less damage caused to the laptop with the aluminum system.

The Guerin Catholic technology team will be available to answer any questions at "Meet the Administrators Night", June 7th, 2011. We will also have all three systems on display for your review, as well as stations to order your laptop if you so choose.

To order your laptop, please visit the Guerin Catholic's online Apple Web Store (be sure to click on Recommended Systems on the upper right section of the website) at: <http://www.apple.com/edu/guerincatholic>

The recommended systems page has the three systems listed, as well as some optional items. There are TWO choices for each model: One with just the computer and AppleCare Warranty extension, and one that also includes Apples One-on-One Training package. This training package is excellent for parents who would like to learn about Apple technology. This program allows you to meet one-on-one with an Apple Trainer at the Keystone Apple Retail store.

The only item that is required is the laptop system. Accessories listed on the web store (printers, iPod, etc.) are completely OPTIONAL, and are listed for your convenience only. You may find comparable products at lower prices locally at places such as BestBuy, Fry's Electronics, etc. The only accessory that we HIGHLY recommend you acquire is a portable, external hard drive for backing up your student's laptop at home.

Note: Do not forget to request your reservation time slot for imaging your laptop (access from the Technology page under Student Life on Guerin Catholic's Website)!!

Imaging Procedures

In order to ensure the highest quality of computing experience, ALL laptops used at Guerin Catholic High School will be imaged with Guerin's software build. No exceptions will be granted.

This process, called imaging, erases anything currently on a laptop's hard drive, and installs a software "image" onto the computer that contains:

- The Apple operating system
- All software needed in courses at Guerin Catholic
- All network settings necessary to access the network and internet

Imaging is a requirement, and your student's laptop *will not work* on the network at school unless it is imaged.

You will need to schedule a time to bring your computer into school this summer to be imaged. Time slots are available most mornings, and can be reserved by accessing our online reservation system available through the technology page on the Guerin Catholic website (under Student Life section). Detailed step-by-step instructions how to reserve your time slot are included in this packet.

If you have any questions or concerns about this process, please do not hesitate to contact us.

Instructions for Reserving Your Laptop Imaging Time Slot

In order to have your laptop imaged with the software set required for use at Guerin Catholic High School, you will need to make an appointment via our online reservation system. Appointments are available every 30 minutes from 9am-1pm, June 8th, 9th, and 10th.

1. Log onto Guerin Catholic High School's website, and access the technology page from the Student Life drop down menu.



2. From the Technology page (under Student Life), click on the icon titled "Imaging Calendar Click Here".
3. Once you are at the reservation schedule, you will see a screen where you can sign in and set up an account. Click on "sign in".

4. After you click on “sign in”, you will see the following screen



[Log in for Laptop Imaging schedule](#)

User Log In

Email:

Password:

Keep me logged in
 Remember my e-mail
 Ask me every time

[Create a new user account](#)

5. Next click on “Create a new user account”. You will need to create an account before you can sign in and make a reservation.

The image shows the SuperSaaS logo, which consists of a stylized 'S' made of three overlapping curved lines in red, blue, and orange, followed by the text 'SuperSaaS' in a sans-serif font. Below the logo is a blue horizontal bar with a white gradient.

[New user for account GuerinIT](#)

Please enter your details

Email *

Your e-mail address is the login name

Password *

Full name

Phone

Address

* Indicates required field

Fill in the information as follows:

Email: This should be your personal email account. You will receive confirmations and reminders about reservations at this address

Password: This should be a password you will remember

Full Name: Put your STUDENT'S First Name, Middle Initial, and Last Name

Phone: A number where we can reach you if we have an issue with your reservation

Address: Leave blank

After the account information has been filled out, click "create"

6. Now you are ready to make a reservation. Click on the day and time you want. Once you click on the date and time, you will see the following screen:

The screenshot displays a reservation calendar interface. At the top, there are navigation tabs: 'Today', 'Month', 'Day', and 'Agenda'. Below these are date headers for 'Mon 6/6', 'Tue 6/7', 'Wed 6/8', 'Thu 6/9', and 'Fri 6/10'. A grid of time slots is shown, with a modal window open for 'Imaging Slot 2' on Wednesday, June 8th, from 9:30am to 10:00am. The modal window displays '0 / 6' and '6 available', and includes a 'New Reservation' button and a 'Close' button. The background shows a grid of time slots for various imaging slots, with some slots showing the number of reservations (e.g., '1/6', '0/6').

7. Click "New Reservation". Please enter your student's FULL NAME (including middle initial), then click "Create Reservation".

You will receive an email confirming the reserved time slot, as well as a reminder email a couple days before your appointment.