



Welcome to Houston Academy!

We are so happy you are joining the HA family. As you know, we have a 1:1 program in which each student receives a MacBook to use while enrolled at Houston Academy.

New fifth and sixth grade students need to meet in the library on Tuesday, August 8, 9:00-10:30 a.m., to receive their laptops and attend a MacBook orientation session. One parent must attend this session with your child.

Please read the attached AUP and Laptop Contract **WITH** your child and then be sure both of you sign the back page of the Laptop Contract, which I am also sending as a separate document for ease of printing. **This is one of the seven items that you must bring to the rollout.**

In order for your student to receive a MacBook, your child must bring the following items to the meeting:

- 1) **A messenger-type computer bag for an 11 inch MacBook Air with a shoulder strap.** This must be a padded, computer bag that fits the computer well and has a shoulder strap. It cannot, however, be a messenger or tote bag; it must be designed to be a computer bag. **A backpack, even with a padded area for a computer, will not meet this requirement.** It must be a separate bag, just for transporting the computer, with a shoulder strap. The laptops are 11" MacBook Airs and the dimensions are 0.68" (height), 11.8" (width), and 7.56" (depth.) **The maximum size allowed for the bag is 4" (height), 13" (width), and 10" (depth), so that it will fit in the student's desk.** These can be purchased from Walmart, Best Buy, Target, Kmart, Office Depot, Office Max, Sam's, or many online companies. For your convenience, I have attached a list of links to bags that meet the specifications. These are not the only acceptable options, but should aid you in choosing one. **If you choose a 13 inch bag, you must purchase a neoprene sleeve to protect the laptop.** When finding the right one, you can buy one that fits the 11 inch MacBook Air or the iPad Pro. **If you purchase an 11 inch bag, a neoprene sleeve won't fit and will not be necessary.** These bags must be approved. Please email woodcockm@houstonacademy.com with any questions.
- 2) An ID tag with the student's name, address, and phone number on one side and the school's name, address (901 Buena Vista Drive, 36303), and phone number (334-794-4106) on the other. Have the side with the student's information visible.
- 3) Ear buds to be used during the school year (these must be present in the laptop bag EVERY day)
- 4) The last page of the Laptop Contract signed by both the student and the parent
- 5) An Apple ID username and password (Must belong to the student, cannot be their parent's ID-See below)
- 6) A USB stick drive that is at least 16 GB
- 7) **A neoprene sleeve to fit an 11 inch MacBook Air (Only required with a 13" bag.)**

To aid in attempting to recover the laptop if it is stolen, we are turning on Find my MacBook, which requires the student to have the iCloud set up on the MacBook with his/her Apple ID.

IMPORTANT NOTE: Since your child is not yet 13 years old, we will need you, the parent, to set up an email address and an Apple ID using that email address in their name, but with your birthdate. You will own and manage the email account and the Apple ID until they reach 13 years of age. At that time, it will be up to you as to whether you want to turn it over to them to use for iTunes, etc. **Please set up the email account for them prior to the meeting. If you know how to set up an Apple ID, please do so, using that email address, before the meeting, also. If you need help setting up the Apple ID, we will assist you at the meeting, but you must know the email address and password for the email account that you set up for your child.**

Please email me at woodcockm@houstonacademy.com with questions.

Again, welcome to Houston Academy,

Melanie L. Woodcock, Director of Technology