Computer and Software Resources and Requirements for NCS Upper School Students

Completing academic work in National Cathedral School’s Upper School requires access to a computer, the Internet, and specific software. This document details what resources NCS provides and what resources NCS expects parents/guardians will provide.

NCS has a limited number of school-owned laptops for students to use during the school day. At home, students are required to have access to a computing device and an Internet connection to complete their anticipated coursework. NCS provides subscriptions for frequently used software, including Microsoft Office, that can be installed and used on personally owned devices. If you have any questions about the requirements below, contact Director of Academic Technology Tommie Hata at thata@cathedral.org.

Computer resources provided on campus by NCS:

- School-owned laptops and iPads can be reserved by teachers for student use if they are required for a class activity or assignment.
- A limited number of school-owned computers can be checked out by students from the Gray Library during the school day if needed for a class.
- Select classes that require specialized software have their own computers for class use.

Software subscriptions provided by NCS:

- NCS provides access to Microsoft Office 365 (online) and Office applications (Word, Excel, PowerPoint, etc.) installed on personally owned computing devices. You do not need to purchase a license for Microsoft Office.
- NCS will provide access to any unique software required in certain classes.

Requirements for access to a computing device and Internet at home:

- To complete anticipated Upper School coursework, students need access to a computing device that runs Windows or MacOS. Chromebooks and iOS devices do not meet the requirements for at-home use.
- Internet access is required to share and to collaborate on files through Microsoft Office.
- Internet access is required to access course resources and assignment lists on MyNCS, a password-protected website that includes the school’s course management system.

Recommendations if you are planning a device purchase for your Upper School student:

- A laptop with a solid-state drive (SSD) with at least 256 GB of capacity can offer significant performance improvements over one with a traditional hard drive. NCS provides access to Microsoft OneDrive cloud storage for each student.
- Consider two charging cables, one to stay at home and one to use at school.
- Consider the post-purchase service and support offered by the vendor you choose. Apple and Microsoft stores offer customers the advantage of being able to walk in and receive immediate support. Determine how the vendor provides support for the device.
- Look, or ask, for education/academic discounts both in-store and when purchasing online.

If meeting these requirements creates a financial burden on your family, contact Director of Admission and Financial Aid Wendy Wilkinson at wwillkinson@cathedral.org.