

# LAPTOP HINTS AND TIPS

## Internet Use at School

- NBN – the school is connected to two NBN services through Internode and Telstra.

## Computer Use and Charging

- Please correctly shutdown your laptop every day prior to leaving the school grounds. DO NOT just close the laptop lid without logging off and shutting down correctly. You need to close all programs and files prior to shutting your laptop down.
- Failure to shut down correctly may cause software or files to become corrupt or lost and windows to stop operating correctly.
- **Students are required to charge their laptops at home each night. Laptops are not to be charged in classrooms and this avoids the WHS issue of power cords running across classroom floors and desks.**

## Saving Files and Folders

- Student H: (home) drives:
- Students CANNOT access their school H: (home) drive outside the school grounds
- Students now have access to Office 365, which allows files to be saved to OneDrive cloud storage. This can be accessed at home as well as at school. Please read the attached Office 365 Fact Sheets to set this up.
- Alternatively, files can be saved to a USB or external drive to be accessed at home.
- On returning to school, save the updated copy of any files you edited at home, back into your school drive.

- Student H: (home) drive files and folders are backed up daily on the school network and files can be retrieved if accidentally deleted, lost or become corrupted.
- DO NOT SAVE FILES TO YOUR DESKTOP **ONLY** OR IN THE “MY DOCUMENTS” **ONLY** AS THESE WILL BE DELETED WHEN THE LAPTOP PERFORMS AN UPDATE.
- Please be aware that USBs and external drives can become corrupt quite easily and all files may be lost and not recoverable when this happens, so having a backup copy of all files on the school network is essential.

## Software and Warranty issues

- If you need additional software installed on your laptop, please arrange it with the IT Support.
- If any of the current programs on your laptop stop functioning correctly, please advise IT Support as soon as possible so this can be rectified.
- If your laptop hard drive malfunctions, mouse pad stops working, a software program won't load or any other issue, please advise IT Support immediately.

Your laptop may need to be “re-imaged” to fix the issue or possibly sent to Acer for fixing under Warranty. Whilst your laptop is sent away, you will be given another Acer laptop to use.

## Home Wifi

- To use your home wifi, you will need to enter your home internet password

