

# HINTS AND TIPS

## FOR USING YOUR LAPTOP

### Computer Use and Charging

- Please 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 as this avoids the WHS issue of power cords running across classroom floors and desks.

### Saving Files and Folders

- 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.
- 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 ask for copies of the Office 365 Fact Sheets to set this up, if you haven't already done so.
- Each student has a personal Student H: (home) drive, but you CANNOT access the school H: (home) drive outside the school grounds
- Files can be saved to a USB or external drive to be accessed at home but 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.
- Save 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 corrupt.

### Software and Warranty issues

- If you need additional software installed on your laptop, please arrange it with 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 supplier for fixing under Warranty. Whilst your laptop is sent away, you will be given another laptop to use.

### Internet Usage

- Students access the internet through the school's network while on site, which is monitored and subject to strict filtering.
- When at home, students set up device to access wifi through their home Internet Service Provider.
- Safe Internet use on topics such as, Personal information security, Cyber Bullying, Copyright and online referencing, Libel information can be found at:

<http://www.cybersafetysolutions.com.au/parents/>

