



St Ursula's College

K I N G S G R O V E

Laptop Computer Handbook



2012

Table of Contents

Overview.....	3
Contemporary Learning and Laptop Computers.....	3
eLearning.....	4
Responsibilities associated with the Laptop Computer	5
Student Acceptable Use	8
STUDENTS ISSUED WITH COLLEGE OWNED NOTEBOOK COMPUTERS – (2012- Years 12, 11, 10, 9)....	8
STUDENTS ISSUED WITH A LEASED COMPUTER – (2012, Years 7 and 8).....	9
Copyright Requirements.....	9
e-Textbooks and Copyright.....	10
Cybersafety Requirements	11
Use of Web Technologies to Support Learning	13
College Computer Repair, Damage or Loss Form.....	16
Troubleshooting with your Laptop Computer.....	17
Can't Log into Wireless?	17
Can't Connect to the Internet.....	17
Can't Print.....	18
Can't turn On?	18
Battery Care and Maintenance.....	19
Installing software at home.....	20
Backing Up and Synchronising your Data.....	21
Software Installed on Student Laptops	22

Overview

The purpose of this guide is to provide students and parents with the information necessary to ensure St Ursula's College students enjoy an exciting and safe learning experience using their laptop computer.

Upon receiving the HP laptop computer, parents and students will participate in an information session outlining the College's policies and procedures pertaining to the use of the laptops in and out of school.

It is the expectation of the College that students and parents thoroughly read the contents of this guide and understand the policies contained within.

Prior to receiving the laptop computer, students and parents will be asked to sign the St Ursula's College laptop computer contract provided.

Contemporary Learning and Laptop Computers

"21st century education integrates technologies, engaging students in ways not previously possible, creating new learning and teaching possibilities, enhancing achievement and extending interactions with local and global communities."

MCEETYA – Contemporary Learning: Learning in an Online World (2005)

St Ursula's College, Kingsgrove is a 'leading school' as articulated in the MCEETYA document, *'Learning in an ONLINE world'*.

St Ursula's College is committed to a comprehensive, whole-school approach to contemporary learning where explicit strategies are in place to foster, share and support innovative practice and celebrate this as a professional learning community.

At the core of contemporary learning is the use of Information and Communication Technologies.

The 1 to 1 laptop computer program in 2012 provides the opportunities to become proficient and ethical users of ICT, thereby preparing them for citizenship in the 21st Century.



eLearning

Learners are active participants in knowledge creation and will engage with state of the art tools which enable new forms of learning, collaboration, innovation and communication. Learning will be personalised, and not restricted by place or time.

Joint Ministerial Statement on Information and Communications Technologies in Australian Education and Training (2008-2011)

A contemporary vision for eLearning here at St Ursula's shapes the learning environment and informs all aspects of College life including policies and procedures, professional development and teaching and learning practices. The Catholic Education Office (CEO) Sydney, iLe@rn model will be utilised to promote the effective use of laptop computers within and beyond the classroom.

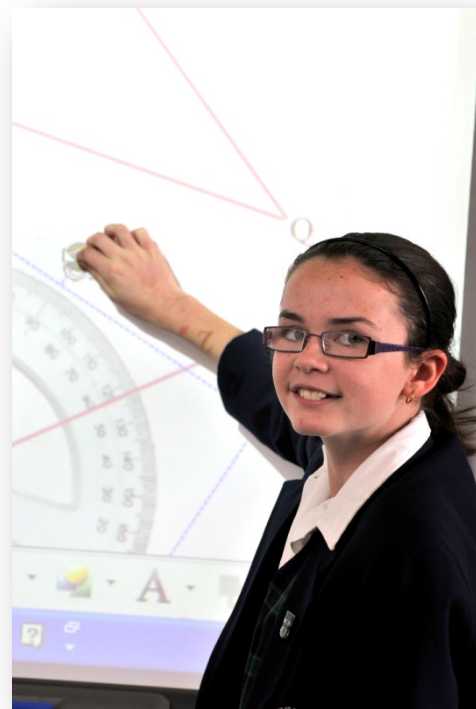
The College is committed to ongoing professional development of staff in the effective use of eLearning technologies in the classroom, and engages in a variety of models which support adult learning. Effective networking with other educational and professional organisations will be valued and facilitated. Staff will take individual and collective responsibility for professional learning.

The 1 to 1 laptop computer program will be effectively implemented to motivate and support students' active participation in their own learning. The use of eLearning across the curriculum will provide many opportunities for students to become effective and competent users of technology; skills now considered necessary in post-schooling endeavours.

In 1 to 1 learning, each student has access to a wireless HP laptop computer to use at the College and at home, enabling communication and collaboration among peers and teachers.

As part of the Federal Government's *National Secondary Schools Computer Fund* administered and supported by the Catholic Education Office (CEO) and Catholic Education Commission (CEC), since May 2009, the College has supplied a laptop computer to each student in Year 9. This program will conclude with Year 9, 2012.

In 2012, every student at the College will have a laptop computer to support their learning, with Year 7 and Year 8 undertaking a leasing program over a **three year period**.



Responsibilities associated with the Laptop Computer – Students and Parents

1. Education Purposes

- a. Students are to use their laptop computer for educational purposes.
- b. The laptop computer comes pre-installed with all the necessary software for student use. Only College authorised software is to be stored on the laptop computer.
- c. Non educational software **or data** should be stored on a student's private home computer.
- d. The College reserves the right to carry out software, hardware and data inspections of laptop computers at any time.

2. Student Responsibilities

- a. Laptops are to be kept clean and free from graffiti and stickers.
- b. ***It is the student's responsibility to charge their laptop computer at home each evening. Should a student attend school without their computer charged, the College disciplinary procedures will be applied, as outlined in the student diary.***
- c. Students are not to remove any identification labels from their laptop computer.
- d. While travelling to and from the College, laptop computers are to be carried in the protective case and placed in the College backpack.
- e. ***Students are expected to bring their laptop computers every day, unless notified. Textbooks should left in the student's locker. It is not necessary for students to carry textbooks and laptops to and from school, as the textbooks are on the laptop computers.***
- f. During recess and lunch, when the laptop computers are not in use, they are to be stored ***in their protective case inside the student's locker. Students are permitted to use the laptop at lunch in the Library.***
- g. The software loaded on the laptop computers is licensed to the College. ***Students are not permitted to copy, transfer or delete software. Students will not be permitted to load software not directly related to their learning.***
- h. ***Laptop s may only be used by the student at the College or at home. The laptop should not be used by any other student or family member except when the parent/carer is assisting.***

3. Data Backup and Software Upgrading

- a. Students are responsible for the backup of all data onto the portable hard drive provided.
- b. Students are encouraged to run a Synchronisation via the software **Sync Toy** each evening. This ensures a backup of the laptop is contained on the external hard disk and should their laptop need to be repaired, the students can continue their work on a loan laptop .
- c. Students are responsible to ensure that all software is kept up to date. (eg. Operating System and installed Virus Software).

4. Technical Support

- a. Students will be trained on how to support and maintain their laptop computer.
- b. In the event of software malfunction, students in the first instance are to alert their class teacher. Should the problem not be rectified by a *system restart*, then the student can take their laptop computer to A02 during designated times. Students will be expected to fill out the **COLLEGE LAPTOP COMPUTER DAMAGE, LOSS AND REPAIR FORM** prior to presenting the laptop computer.

5. Use of the College Wireless Network and Internet Access

- a. The use of the St Ursula's College Wireless Network and all associated infrastructure is available for educational use with the student laptop computers.
- b. The internet is only to be accessed through the St Ursula's College Wireless Network.
- c. The downloading of large files is not permitted due to bandwidth restrictions.
- d. Students are not to remove the virus software provided and replace it with another type of virus software.
- e. Specific network settings are not to be removed or altered as this could affect the laptop computers ability to connect to the St Ursula's College Wireless Network.

6. Loss, Theft and Repairs

- a. Student laptop computers are covered by a FOUR YEAR WARRANTY. This warranty **does not cover accidental/malicious damage, loss or theft.**
- b. **Any warranty repairs are approved/declined by the supplier, in this case Hewlett Packard.**
- c. **The laptop computers are not covered by insurance. Each parent/carer will be charged \$50.00 on the school fee account to contribute to a Laptop Maintenance Fee in Years 9 and 10. This will cover any non-warranty repairs up to \$200.00. Should the non-warranty repairs exceed \$200.00, the Parent/Carer will be required to contribute a supplementary "excess fee" to cover the cost of the repair.**
- d. **Year 7 and Year 8 students (2012), under the rental agreement, parents/carers will be charged a replacement cost, which decreases by 3% for each month from the date of purchase.**
- e. In the event of a hardware malfunction, the student is to complete the **COLLEGE LAPTOP COMPUTER DAMAGE, LOSS AND REPAIR FORM** and present the laptop computer and form to the IT Support Centre (AO2) as soon as possible for warranty repair to be organised.
- f. Any theft must be reported to Police and a case number obtained.
- g. After approximately two years, the battery will need to be replaced. The cost of the replacement battery is covered under warranty.

7. Assessment and Homework

- a. Students are encouraged to use their laptop computer for homework and assessment tasks. However, the loss of data or hardware malfunction cannot be grounds for the appeal of any assessment task or homework. At all times, students are to ensure that backups are made. The external hard drive is provided for this purpose.

8. Classroom Usage

- a. Student laptop computers are to be brought to the College each day. The classroom teacher will direct and manage the use of the laptop computers in the classroom.
- b. No student is to take out or use a laptop computer without the permission of the classroom teacher.
- c. ***When in use, the laptop computer should be placed on a firm surface. The laptop should not be carried around whilst the screen is open.***

9. Ownership

- a. Students have use of the laptop computer whilst they are enrolled at the College. When leaving St Ursula's College, students are to return the laptop computer and accessories in good order to A02.
- b. The laptop computer remains the property of the College.

10. Technology Fees

All students are charged an ICT Levy which is \$258 per student for 2012. This fee contributes towards costs incurred for:

- Internet charges
- Software licensing
- Provision of classroom hardware, e.g. smartboards, data projectors, etc.
- General maintenance of College network and IT infrastructure and capital.

This fee does not cover maintenance of laptops.

Fees associated with laptops for Years 9 to 12 - 2012

- (1) *Laptop Maintenance Fee - \$50 for 2011:* There is a four-year warranty on the laptops. To cover non-warranty repairs, all students are charged a \$50 Laptop Maintenance Fee in Years 9 and 10. To date this fee has provided an adequate fund for non-warranty repairs such as screen replacements. It is not adequate to cover lost or damaged battery chargers or replacement batteries.
- (2) *Laptop Maintenance Excess Fee:* Currently as the cost of screen replacement has been significantly reduced, it is not necessary to request an excess payment at this point in time. However, should a non-warranty repair be in excess of \$250, an appropriate supplementary "excess fee" may be charged.
- (3) *Battery Replacement Fee:* After approximately two years, the battery in the laptop will need replacement. The cost of the replacement battery is not covered by the above fees and will be an additional charge when this occurs. The College cost of a replacement battery in 2010 was \$120. In 2011, the price has dropped through bulk-purchasing arrangements to \$80.
- (4) *Battery Charger Replacement Fee:* Where a battery charger is damaged or lost and the damage is not covered by the warranty, the cost of replacement for these is \$40.
- (5) Excess fees must be paid prior to receiving a replacement laptop from College loan stock; batteries and chargers may be purchased through student services in the same manner that replacement bags and calculators are purchased.

Leasing Fees for Years 7 and 8

The provision of laptops for Years 7 and 8 will be via a leasing arrangement arranged by the Catholic Education Office. For 2012, all Years 7 and 8 students will be provided with a HP 4330s Probook and the cost of the lease over three years for this laptop will be \$93/term for Terms 1, 2 and 3 only – a total cost of \$837 over three years.

Student Acceptable Use

This document concerns the use of electronic devices (eg laptops, mobile phones etc) and services – including cybersafety expectations

POLICY STATEMENT

The use of electronic devices and access to e-mail and internet services (school devices and services) in Catholic Education Office (CEO) Sydney schools are provided to students in order to support their educational and administrative needs.

These school devices and services are necessary educational tools and **must be used in a responsible manner**. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents and students of **our College's expectations when students are using the devices and services provided by the College and when using their personal equipment to communicate to or about members of the College community**. If a student acts in a way that is against the contents of the policy, she will be subject to consequences according to the College's Pastoral Care Policy and if necessary, offending material may be supplied to the police.

The College reserves the right to capture, store and review all internet browsing and emails across our College network. Devices may be taken or accessed if it is believed that:

- **There has been or may be a breach of the College rules or policy.**
- **There may be a threat of harm to a student, others or system security.**

STUDENTS ISSUED WITH COLLEGE OWNED NOTEBOOK COMPUTERS – (2012- Years 12, 11, 10, 9)

The Australian Government has funded schools to purchase laptop computers for the personal educational use of some secondary students while enrolled at the College. Students and their families who receive a laptop computer have the following additional responsibilities:

- To care for the laptop computer to the best of their ability
- To keep the laptop computer secure and protect it from any malicious damage.
- To bring the laptop computer to the College each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- **In the event that the notebook computer is damaged, lost or stolen, parents/carers may be required to pay an "excess fee" if the repairs/replacement exceed \$250.00.**
- To return the laptop computer (and any inclusions such as power cords, carry case and external hard drive) in good order when leaving the College, entering periods of extended leave as approved by the Principal and at other times when requested by the school.
- **TO NOT INSTALL ANY PROGRAMS OTHER THAN FOR EDUCATIONAL PURPOSES AND ONLY THEN AFTER SEEKING PERMISSION FROM THE COLLEGE.**

STUDENTS ISSUED WITH A LEASED COMPUTER – (2012, Years 7 and 8)

St Ursula's College will adopt a laptop computer lease program as of 2012. Students and their families who will be leasing a laptop computer have the following responsibilities:

- To pay the lease costs of the device billed to the College fees in Terms 1, 2 and 3 each year for the duration of the lease. (3 years)
- To care for the laptop computer to the best of their ability
- To keep the laptop computer secure and protect it from any malicious damage.
- To bring the laptop computer to the College each day in readiness for use in the classroom – this includes having the battery charged and electronic files effectively managed.
- **In the event that the laptop computer is damaged, lost or stolen, parents/carers will be charged a replacement cost, which decreases by 3% for each month from the date of purchase.**
- TO NOT INSTALL ANY PROGRAMS OTHER THAN FOR EDUCATIONAL PURPOSES AND ONLY THEN AFTER SEEKING PERMISSION FROM THE COLLEGE.

Copyright Requirements

Copyrighted material on Student Laptop Computers

Materials produced by organisations and individuals are protected by copyright.

Piracy is Theft

Media piracy is a criminal activity which carries severe penalties. In addition, copyright owners can take action against those who infringe copyright in their films or music and seek substantial financial compensation for their losses. By allowing this activity on their premises or on school owned s, schools, teachers, parents and students are at risk of serious criminal penalties for such piracy.

Students must treat all materials with respect and adhere to legal requirements.

Consequences of Copyright infringement

Students found to be in possession of media which infringes copyright will be subject to the Student Management policy of the College. Such infringements could result in

- A signature in the diary stating the offence – this is to be co-signed by the parent/carers
- A detention
- Confiscation of laptop computer to remove offending content

Please be aware, student laptop computers can, and will be inspected by College staff at any time.

e-Textbooks and Copyright

Under Copyright legislation, the College must ensure that each student purchase a hard copy of the relevant textbook in order to receive the e-Textbook.

It is the expectation of the College that students have a hard copy of the text book available at school, should they require it. It is expected that students leave these in their provided lockers or locked in a classroom cupboard, should their laptop run out of battery.

The College is presently exploring options, with the Catholic Education Office to move to e-Textbooks for the future.



Cybersafety Requirements

This policy addresses the particular use and misuse of technologies that has come to be referred to as '**Cyberbullying**'. The College will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and/or teachers, or is criminal in nature.

1. When using the College devices and services **students must:**

- ensure that communication through internet and email services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- ensure that copyright permission is gained before electronically publishing the works or drawings of others.
- always acknowledge the creator or author of any material published.
- keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
- ensure that school services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

2. When using the College services or personal electronic equipment **students must not:**

- disable settings for virus protection, spam and filtering that have been applied by the College and not attempt to evade them through use of proxy sites.
- allow others to use their personal accounts.
- deliberately use the electronic identity of another person to send messages to others or for any other purposes.
- enter 'chat' or 'social networking' internet sites without the permission of a teacher.
- use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a teacher.
- damage or disable computers, computer systems or networks.
- disclose personal information about another person (including name, address, photos, phone numbers)
- distribute or use information which is copyrighted without proper permission.
- take photos or video of members of the College community without their consent.

3. When using College services, **students must never knowingly** initiate or forward emails or other messages containing:

- a message that was sent to them in confidence.
- a computer virus or attachment that is capable of damaging recipients' computers.
- chain letters and hoax emails.
- spam, eg unsolicited advertising material.

4. When using College services or non College services, **students must never** send or publish either through internet sites, e-mail or mobile phone messages:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing material or make unreasonable demands.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- the College name or crest without the written permission of the Principal.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of College services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Use of Web Technologies to Support Learning

St Ursula's College is continually looking to adopt contemporary learning tools and approaches to complement and enhance student learning.

To this end, your daughter may be asked to sign up to a web technology throughout the academic year in some of her subjects.

Web technologies, cloud computing or Web 2.0 tools can be accessed from any web browser; therefore your daughter will be asked to access these sites both at the College and at home.

Most web technologies require the user to sign up for a username and password in order to use the service effectively. Where possible, teachers explore options to do this for students, however, there are some instances where students will be requested to sign up themselves.

Teachers will make every effort to monitor that appropriate sign up procedures are adhered to and that the students adhere to the policies of the service and the College.

For privacy reasons, no personal information will be included or disclosed in any web technology used. Students will be identified only by first name and the first initial of their last name. Students are allowed to post their ideas and opinions, but not their age, email address, photographs of themselves or others or other sensitive information.

While many of these programs are password protected, it is possible that people from outside our College may have access to the work our students are doing. These Web 2.0 tools are an extension of the classroom, and appropriate behaviour will be expected.

Teachers may decide to use web technologies in the assessment of students. Students are expected to take appropriate precautions in ensuring their data is backed up and there is evidence of ongoing progress. Eg. A work log or process diary.

Some of the web technologies currently being used by the College, but is not limited to, include:

Animoto - <http://www.animoto.com/>

Audioboo - <http://audioboo.fm/>

Automatoon - <http://www.automatoon.com/>

Blogger - <http://blogger.com>

Bubbl.us - <https://bubbl.us/>

Delicious - <http://www.delicious.com/>

Edmodo - <http://www.edmodo.com/>

Glogster Edu - <http://edu.glogster.com/>

Go Animate - <http://goanimate.com/>

Google Docs, Sites - <https://docs.google.com/>

Issuu- <http://issuu.com>

iTunes - <http://www.apple.com/au/itunes/>

Live Binders - <http://livebinders.com/>

Piknik - <http://www.piknik.com/>

Prezi - <http://prezi.com/>

Skype - <http://www.skype.com/>

Tagxedo - <http://www.tagxedo.com/>

Titanpad - <http://titanpad.com/>

Twitter - <http://twitter.com/>

Voicethread - <http://voicethread.com>

Voki - <http://www.voki.com/>

Weebly - <http://students.weebly.com>

Wikispaces - <http://www.wikispaces.com/>

Wordpress - <http://wordpress.com/>

Xtranormal - <http://www.xtranormal.com/>

Use of Web Technologies to Support Learning - Policy

1. Students accessing or using web technologies must not disclose personal information whilst using the internet. Students must not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
2. Students must not log in as another peer.
3. Students using web technologies will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on web technologies. Students are expected to treat others and their ideas on line with respect.
4. Assignments completed using web technologies are like any other assignments in school. Students, in the course of completing assignments, are expected to abide by policies and procedures in the Assessment Handbook, including those policies regarding plagiarism and acceptable use of technology. The Assessment Handbook is available on the College website.
5. Student Blogs are to be a forum for student expression. However, they are first and foremost a tool for learning. Teachers may moderate blog posts to ensure students adhere to acceptable use.
6. Students must not use the Internet to harass, discriminate or threaten the safety of others. If students receive a comment on a Blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.

Policy Update

This policy will be updated as necessary. All attempts will be made to adhere to the above policy, but particular circumstances (such as technological advancements) may require the Principal to depart from the stated policy.

St Ursula's College, Kingsgrove

Student and Parent Laptop Computer Registration Form

1. I confirm that I have read, understood and agree to abide by the ***Responsibilities associated with the Laptop Computer – Students and Parents*** and the ***Student Acceptable Use Policy***.
2. I understand that the assigned St Ursula's College Student Laptop Computer *username* and *password* are confidential and **I will not allow my password to be disclosed to others.**
3. I understand that the Laptop Computer was tested before I took possession of it and was in full operational order with respect to both hardware and software.
4. I will **not** leave my Laptop Computer logged-on when it is not under my direct supervision.
5. I confirm that I have received the following:
 - HP 4330s Laptop Computer**
 - 65W Power Supply and Cord**
 - Targus Laptop Case**
 - Portable Hard Drive**

Name	Pastoral Class	Library Barcode	Laptop Serial Number	Asset Register Number

Student Signature

Parent Signature

Date

PC Teacher Signature

Date

St Ursula's College, Kingsgrove

College Computer Repair, Damage or Loss Form

Date : / /

Student Name : _____ PC: _____

Serial Number : _____ Asset Number: _____

Please indicate by ticking which of the following applies:

- computer requires repair (Warranty) I have backed up my data
- computer has been lost / stolen (If stolen) Police Event Number _____
- computer has suffered physical damage (i.e broken screen)
- I have notified the eLearning Coordinator
- I have backed up my data by plugging into a monitor/projector
- power adapter is faulty
- External Hard Drive requires repair (Warranty) → I have included cable

Please give details of the problem / incident:

Username _____ Password: _____

Student signature: _____ Parent/Carer signature : _____

Computer received: / / Date

_____ Time

_____ ICT Support Staff

Loan Allocated: Y N Loan Number: _____ Barcode Number: _____

PLACE THIS FORM INSIDE THE COMPUTER HARD CASE WITH THE COMPUTER FOR REPAIR.

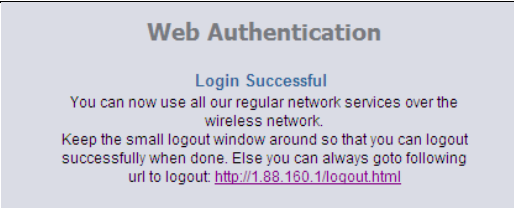
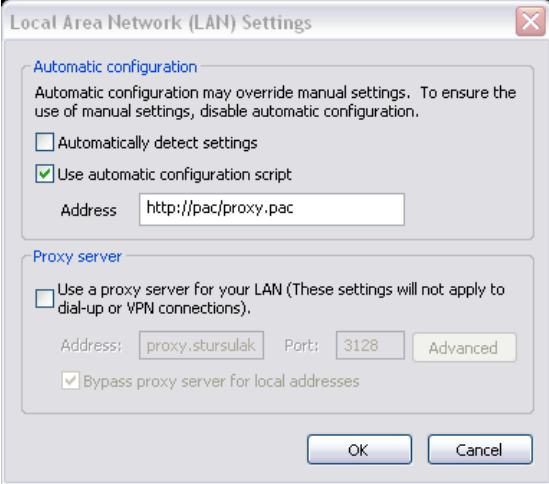
Computer returned to student: / / Date _____ Time

_____ Signature of Student

_____ Signature of ICT Support Staff

ICT Support emailed student for return.

Troubleshooting with your Laptop Computer

Can't Log in?	Ensure Caps Lock is Off
	Ensure password is correct
	Restart Computer
	Take computer to A02 before school, during lunch and after school with College Laptop Computer Repair, Damage or Loss Form
Can't Log into Wireless?	Ensure Wireless is switched on – blue light on top of Laptop
	Ensure the has connected to the Wireless
	Ensure you have authenticated to the wireless and received the connected message. (Clicked on School Wireless Network Login)
	
	Close your browser and reopen the browser.
Can't Connect to the Internet	Ensure Wireless is switched on and you've authenticated
	Close and reopen the browser
	Go to Tools, Internet Options on the Browser menu. Click Connections and LAN settings. Ensure that the following is in the connection setup.
	
Can't Connect to the Internet	Restart Computer and try the above steps again.
	Take computer to A02 before school, during lunch and after school with College Laptop Computer Repair, Damage or Loss Form

Can't See a Network Drive?	Ensure you have logged in and authenticated to the Wireless	
	Ensure password is the same as your network password	
	Double click on the Mount Network Drive on Desktop	
	Restart computer	
	Take computer to A02 before school, during lunch and after school with College Laptop Computer Repair, Damage or Loss Form	
Can't Print	Ensure you have logged in and authenticated to the Wireless	
	Ensure the has connected to the Wireless	
	Ensure you have authenticated to the wireless and received the connected message.	<p style="text-align: center;">Web Authentication</p> <p style="text-align: center;">Login Successful</p> <p>You can now use all our regular network services over the wireless network. Keep the small logout window around so that you can logout successfully when done. Else you can always goto following url to logout: http://1.88.160.1/logout.html</p>
	Close your browser and reopen.	
	Restart Computer and try the above steps again.	
	Take computer to A02 before school, during lunch and after school with College Laptop Computer Repair, Damage or Loss Form	
Can't turn On?	Did you charge it the night before like you were asked? If not, that is why your won't start.....no charge!! Ensure you charge you each evening.	
	Turn over and squeeze the two buttons together at the top. Remove the battery and place it back in again. Be careful not to damage the contact points	
	Try powering up again	
	Take computer to A02 before school, during lunch and after school with College Laptop Computer Repair, Damage or Loss Form	

Battery Care and Maintenance

Steps	Instructions
	<ul style="list-style-type: none"> • Reduce the brightness of the screen to the minimum readable level. Use the function keys on the top of your keyboard to adjust the brightness. • Remove peripherals when not in use. External hard drives, CD-ROMs, Zip drives, PC cards, and other peripheral devices can draw power from your battery even when they are not in active use. Disconnect them when you have finished using them. • Turn off the Wireless On-Off button when it is not in use. If you are not using the wireless for a lesson, turn it off. This will always prolong battery life.

Battery Care Practices	
	<ul style="list-style-type: none"> • Store Li-Ion batteries between 20°C and 25°C with 30% to 50% charge. Putting your in its case whilst going into standby mode could actually leave the machine on; consequently the could overheat. • Do not leave batteries exposed to high temperatures for extended periods. Prolonged exposure to heat (for example, inside a hot car) will accelerate the deterioration of Li-Ion cells. • Remove the battery if the laptop will be stored (turned off and not plugged into AC power) for more than 2 weeks. • Remove the battery if the laptop will be plugged into AC power continuously (via a wall adapter or docking station) for more than 2 weeks.


Installing software at home

The laptop computer is to be used for educational use at all times. Students should not install any software on the laptop computer, which is not of educational benefit. However, there may be reason to install devices like printers and scanners for use at home.

The HP 4330s has been installed with Windows 7 Professional 64-bit operating system. You need to ensure that you only install software which supports a 64 bit operating system.

These drivers are readily available on the manufacturer's website and should be downloaded and installed prior to use.

Eg. on the HP website, I have searched for the HP Color Inkjet cp1160 printer. When you click on download drivers, the following page comes up. You need to download and install the **64-bit driver for Windows 7**



Download drivers and software

» Business Support Center

HP Passport Sign-in
 User ID:

 Password:

» Register
 » Learn more...

Go »


Tasks for my selected product

- » **Download drivers and software**
- » Troubleshoot a problem
- » Setup, install, and configure
- » Discover and use a product
- » Perform regular maintenance
- » Upgrade and migrate
- » Recycle and dispose

» Resources for my selected product

- » Support Forums
- » Manuals
- » Frequently asked

HP Color Inkjet cp1160 Printer series



- » Choose another product
- » Create a personal product profile (Why register?)

By downloading, you agree to the terms and conditions of the [HP Software License Agreement](#).

Choose your software/driver language:

English (American)

Select operating system

- » **Linux**
- » Mac OS 8
- » Mac OS 9
- » Mac OS X
- » Mac OS X 10.5
- » Microsoft Windows 2000
- » Microsoft Windows 7 (32-bit)
- » Microsoft Windows 7 (64-bit)
- » Microsoft Windows 95
- » Microsoft Windows NT 4.0
- » Microsoft Windows Vista
- » Microsoft Windows Vista (64-bit)
- » Microsoft Windows XP

Backing Up and Synchronising your Data

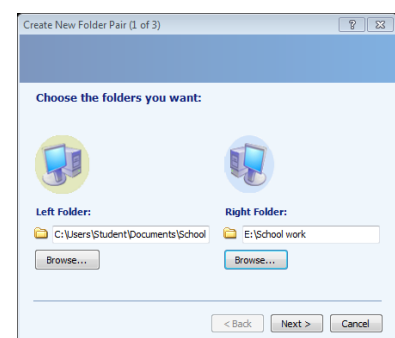
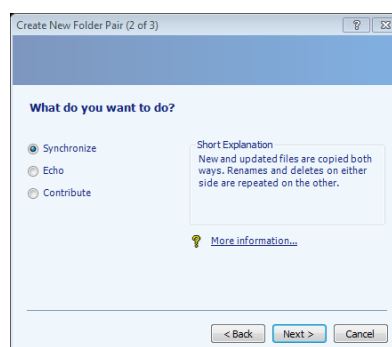
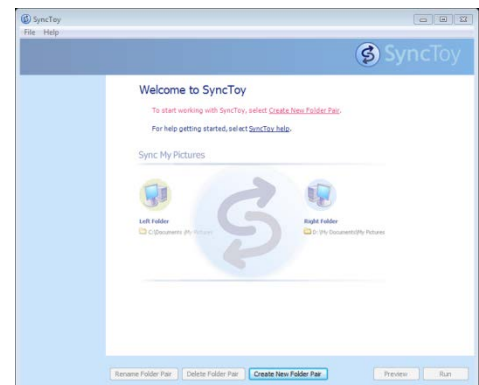
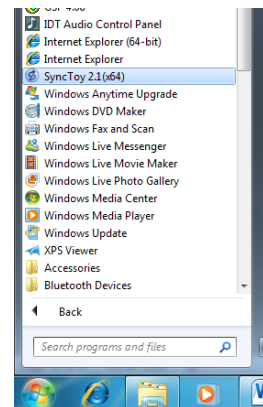
Every night when you charge your laptop, you need to **Synchronise** or **Backup** your data to the external hard disk provided. The reason for this is that if your laptop computer is not functional for any length of time, then you can continue working with a loan laptop as your data is also on the external hard disk.

On your is a software program called SyncToy by Microsoft. SyncToy, when setup correctly will copy the contents of a selected folder on your computer to the external hard drive. It will also synchronise any changes made on the hard drive back to the laptop.



Steps to Synchronise Data

1. Start SyncToy – Start Button/All Programs/SyncToy 2.1
2. Create new folder pair
3. Browse the left folder for School Work. It is located in Libraries/Documents/School Work
Select that folder
4. For the right side, create a new folder on your Rikii 500GB hard disk called School Work
5. Hit next and select the Synchronise option
6. Whenever a new or changed file is added to the School Work folder on either the Laptop or External Hard drive Sync toy will ensure that the most recent copy is saved in both locations.



Software Installed on Student Laptops

<i>Application</i>	<i>Function</i>	<i>Windows Software</i>
Text creation, editing, DB Spreadsheet, Presentation, Publishing	Text Editor	MS Office 2010 <ul style="list-style-type: none"> • Word • Excel • Access • Publisher • OneNote • PowerPoint Open Office
Still Image presentations	Photo, graphics presentation	Windows Live Photo gallery Windows DVD Maker
Image manipulation	Resize, colour, effect etc	Microsoft Office Picture Manager Fireworks 8 Flash 8 Picasa 3 Comic Life Paint.Net Paint
Document Access	Document Reader	Adobe Reader
Learning object access	Run TLF Learning objects and other animated resources	Flash Player
Digital video access	Basic video rendering and editing	Windows Live Movie Maker Windows Live Photo gallery Windows DVD Maker
Sound editor	Basic sound importation and editing	Audacity Muscore
Sound and media files	Access to media files	Windows Media Player Quicktime VLC Player ClickView Player
Web Site Development	Create web pages, graphics, associated content	Dreamweaver 8 Fireworks 8 Flash 8
Internet Browsing	Research	Internet Explorer Mozilla Firefox
Learning management System	Access class page resources and activities	Myinternet
Communication	Email	Myinternet MS Office Outlook 2010 Windows Live Messenger
Podcasts	Create and listen to podcasts	iTunes
Interactivity with whiteboard	Open lessons, interact with classroom board	Smart notebook 10
Anti Virus	Virus, Adware, Mail	McAfee VirusScan and AntiSpyware
Additional Software		Geometer Sketchpad GeoGebra Hot Potatoes Efofex
System Utilities	Data Synchronisation and Backup	MS SyncToy