
Student Laptop



Booklet

Table of Contents

- 1.0 Home use of laptops
 - 1.1 Wireless Access
 - 1.2 Internet Filtering
 - 1.3 Connecting a Home Printer
 - 1.4 Checking Battery Levels
- 2.0 Storage and Transport
 - 2.1 On school grounds
 - 2.2 After school
 - 2.3 Transport to and from school
- 3.0 Software
 - 3.1 Available software
 - 3.2 Installing software on the laptop
 - 3.3 Updating software
- 4.0 File management and backup procedures
 - 4.1 Management of files
 - 4.2 Virus protection
- 5.0 Network Access, Email and Internet Usage
 - 5.1 Acceptable use agreement
 - 5.2 Monitoring
 - 5.3 Email
- 6.0 Faults, Breakdowns and Repair
 - 6.1 The repair process
 - 6.2 Re-imaging
- 7.0 Online Safety

Appendix A: Laptop Technical Specifications

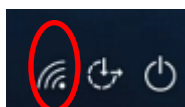
1.0 Home use of laptops

Students will be able to use their laptop at home to complete homework, assignments and other school work.

There is no expectation that Internet access is available at home. If Internet access is available to students they will find that their laptop will automatically configure to use their home internet access via cable only. Most modems/routers have 4 ports to provide extra connections to devices.

1.1 Wireless Access

Should a wireless network be available at home, students are able to configure their laptop to connect to it via the wireless icon on the bottom-right corner of the Windows 10 login screen as shown below.



1.2 Internet Filtering

When accessing the internet through the school network all internet access will be filtered for inappropriate content.

This does not apply outside of the school network.


Internet filtering and management is the responsibility of parents and guardians when the student is not on school grounds.

1.3 Connecting a Home Printer

With the laptops, students are able to print to printer at home. With Windows 10 it is usually a matter of simply connecting the printer via a USB cable and selecting it from the printer options. This is thanks to the wider array of printer drivers installed with Windows 10. However, some older printers will require a driver to be installed.

If the student encounters any issues when trying to print with a home printer, they are advised to see the IT Support staff and provide the brand and model number of the printer so that additional drivers may be installed.

1.4 Checking Battery Levels

In previous versions of Windows, students were able to monitor their battery levels using the Battery Meter application at the top of the screen. However, with Windows 10, students must press +x. This will display a menu on the bottom-left corner of the screen. In the menu, select the **Mobility Center** option and it will display a window with the current battery level.

2.0 Storage and Transport

2.1 On School Grounds

While on school property the laptop must always be in the student's possession or in the appropriate locker. The only times students would not be in possession of their laptop is when it is in for repair or confiscated.

2.2 After School

Students may take their laptop home each day to complete school work in an approved laptop bag. There are times however when students may need to leave their laptops on school premises.

When left at school, laptops must be stored and locked in their lockers.

Laptops must be fully charged so that they are ready for the next day.

2.3 Transport to and from school

Laptops must always be transported in approved laptop bags.

Students can get their bags checked by their homeroom teacher. There are a limited amount of laptop bags available in the library for borrowing.

3.0 Software

3.1 Available Software

The laptop comes preconfigured with software that has been chosen to assist students meet the requirements of the curriculum. Additional software has been included which provides virus protection and the ability to easily backup files.

Software preinstalled includes

- Windows 10 Professional 64 bit
- Microsoft Office 2016 Suite
- Solidedge ST7
- Adobe Acrobat 9 Pro
- Adobe Creative Suite 5 Master Collection
- MYOB v19.6
- TI Texas Instrument Software
- LoggerPro 3
- Lego Mindstorm EV3
- Live Moviemaker
- Google Earth
- Gimp 2.8
- Microsoft Mathematics
- Gom Player
- Quicktime
- Some subject specific software

The following programs will only work on the school network due to licensing management

- AutoCAD 2015, AutoDesk Revit Architecture 2015, AutoCad Inventor 2015
- Dartfish CL5.5

3.2 Installing software on the laptop

Students may only install software that has been approved by the ICT Coordinator. Installation and/or use of unauthorised software will result in disciplinary action.

3.3 Updating software

There will be times when software will need to be updated or upgraded. In the majority of cases students will be able to update their software through the school wireless. There will be times however when students will be required to update their software through a wired connection. Students will be notified of these occasions through notices and the IT staff will update the laptops.

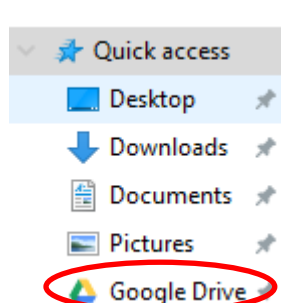
4.0 File management and backup procedures

4.1 Management of files

All students' have been given access to two individual drives Google Drive and H:\ for saving files and as a backup option.

Google Drive software is installed on the laptop to make the transition between school and home seamless. The Google Drive software synchronises to the student's individual Google Drive in the cloud. This happens automatically whenever the laptop has an internet connection.

H:\ is a network drive that is only accessible at school. As a result, any files saved to H:\ drive are not accessible outside of school. Therefore, we have asked students to use **Quick Access - Google Drive** as their first preference when saving files



4.2 Virus protection

All laptops are provided with Microsoft Endpoint Security. This is configured to update automatically when the student is logged onto the school network.

Students are not to install any other virus protection software as this may conflict with the existing configuration.

5.0 Network access, email and Internet usage

5.1 'Acceptable Use Agreement'

All students have signed an Acceptable Use Agreement which outlines acceptable use of the school network, Intranet and Internet usage. This agreement also applies when students are using the laptop.

5.2 Monitoring

At any time the school has the right to monitor the student's use of the school network and their laptop. This includes internet activity, USB Drives, online storage, email accounts and laptop hard drives. Inappropriate usage will result in disciplinary action being taken.

5.3 Email

All students have received an email account which they will be able to use for the purpose of their education. These email accounts will also allow students to access educational websites which require registration to use, in particular, Web 2.0 sites.

6.0 Faults, breakdowns and repairs

6.1 The Repair Process

When there is a fault with the Laptop (hardware and/or software) students are required to take their laptop to the IT Support Room and see Mr Coppo or Mr Perry during one of the times below, unless directed by a teacher.

Monday – Friday	8:00 AM – 8:30 AM
	Lunch times

Hardware related problems

If there is a hardware problem the laptop will be retained by the IT Department until the cause can be determined. Students may receive a loan laptop during this time.

Software related problems

In the case of a problem due to software errors, if the problem cannot be fixed within 10 minutes the laptop will be re-imaged and returned to the student. This will take the laptop back to its original configuration.

6.2 Re-imaging

There will be times when laptops must be re-imaged to solve software related issues and conflicts. This means the laptop will be wiped and reinstalled back to its original configuration.

The IT Department will not back up any files located on the laptops hard drive. All files stored on Google Drive automatically get backed up to cloud, these files should repopulate when the program Google Drive is set up after reimage (student responsibility).

7.0 Online Safety

Websites

CyberSmart

<http://www.cybersmart.gov.au/>

Cybersmart provides activities, resources and practical advice to help young kids, kids, teens and parents safely enjoy the online world.

Cybersmart also offers training and resources for schools and materials for library staff.

Developed by the Australian Communications and Media Authority, Cybersmart is part of the Australian Government's cybersafety program.

Kids HelpLine

<http://www.kidshelp.com.au/>

Kids Helpline is Australia's only free, private and confidential, telephone and online counselling service specifically for young people aged between 5 and 25.

Stay Smart Online

<http://www.staysmartonline.gov.au/>

Stay Smart Online provides all Australian online users with information on the simple steps they can take to secure themselves online. This includes information and advice on how to secure your computer and your transactions online.

This website contains a free alert service that provides easy to understand information on the latest cyber security threats and vulnerabilities, a free interactive education resource for primary and secondary school students, videos with useful tips on protecting your computer, a self-assessment tool for small businesses, and information for parents.

Appendix A: Laptop Specifications

Lenovo ThinkPad L440



Audio	Dolby® Advanced Audio™
Keyboard	ThinkPad® Precision Keyboard
Memory	8 GB PC3-12800 DDR3L
Mouse	TrackPoint® TrackPadwide touch pad
Processor	Intel Core i5-4210M Processor (2.6 GHz)
Network	Intel Centrino Advanced-N 6235 BTN, Realtek PCIe GBE Family Controller
External ports	1 x VGA, 1 x USB 3.0, 3 x USB 2.0, 1 x Express Card (Smart Card), 1 x Mic/headphone combo, 1 x RJ45, 4-in-1 card reader (SD, MMC, SDHC, SDXC)
Physical specifications	Width: 344 mm (13.5 in) ,Depth: 239 mm (9.2 in) ,Height: 29 mm , 6-cell battery - Configured system weight: 2.26 kg (5.0 lb) 14"LCD 720p
AC Adapter	Universal AC Adapter: 65 W, 3-pin
Battery	9-cell: up to 13+ hours
Optical drive	DVD-ROM drive
Hard drive features	128 GB, Samsung SCSI Solid State Drive
Display	14" (1366x768 LED Backlit, Anti-glare or VibrantView (glossy) , LED backlight , 16:9 aspect ratio , 500:1 contrast ratio, Camera on top of screen, 2.0-megapixel, fixed focus (*)
Graphic Controller	Intel HD Graphics 4600

Warranty: 3 years On-site next business day