

MacKillop College

1:1 Notebook Induction Program



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Taking *personal responsibility* for the school-owned notebook



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Why School Owned?

- Consistency of software applications in classes
- A maintained notebook image with regular and timely servicing and updates
 - At least one yearly re-imaging of all notebooks
- Can easily distribute commercially or school-based e-text when necessary
- Ability for school to **legally** place school-licensed specialised software on student borrowed notebooks
- Licensed and updated virus protection software
- Includes MS Office Professional



What does School Owned mean?

- The notebook is school owned property
- Student borrows notebooks for 24/7 access
- School fees are all inclusive (except insurance claims and repairs)
- Notebooks are returned to College at end of 3 years
- Servicing of equipment **will / must only occur** through school ICCT services department



What have my Parents/Guardians and I signed?

- Application to Borrow a school notebook
 - What does this mean?
- Student Acceptable Use Agreement
- Where can I find these?
 - MacKillop Website > Information > [Notebook Program](#)



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What is the difference between
warranty and insurance?

What is *your* responsibility?



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Insurance

- \$250 excess
 - Means your family pays for the first \$250 of any insurance claim
 - Generally screens, whole notebook casings and motherboards (spillage etc.) are >\$250
 - Other damage such as loss of power adapter, keyboard, touchpad etc. are <\$250 therefore no insurance claim so you will be charged the whole amount
- Your parents/guardians have entrusted you with a significant responsibility



Let's look at the Notebook

- Outside protective TechSkin
 - You can have appropriate stickers on the outer below line but **NOTHING** inside or underneath
 - Any displays must be MacKillop appropriate
 - If you can't show Grandma / Nonna then don't show us!
 - Replacement of techskin due to inappropriate imagery/text = \$15



Storing the Power Pack

- Important that the power pack/lead is stored correctly
- Watch demo carefully!
 - DO NOT roll lead around the power pack - continual bending will damage the cord and connection to pack
 - Loop lead, gather beside power pack then store



Your Notebook Permissions

- You have full permissions other than
 - Colour Schemes and Themes have been locked down
- You can personalize the background image
- If anything goes wrong on software side we **re-image which means all data/additional programs are lost on notebook**
- You can load school software via the Software Centre



Passwords



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Passwords

- ≥ 8 characters
- Easily remembered
- Alphanumeric (letter and number)
- No spaces
- Do not overuse capitals
- Do not use these symbols
- ! # \$ % & ^ () [] + = { } / \ ? , .



Opening the Notebook (1)

- Open notebook
- Turn on after direction from teacher
- It may take a while but be patient
- Logon using your username/password
- Accept User Policy and wait for the Intranet page to be displayed on your screen.
- Press Ctrl-ALT-Delete to change password
- Shut down your notebook completely



Re-starting the Notebook (2)

- Turn on notebook
- It won't take as long as last time
- Logon using your username and new password
- This process won't be as long as last time as your profile is now sitting on the machine
- Accept user policy and wait for the Intranet page to be displayed on your screen.



Moving into Hibernation ... I just can't bear it! Bazinga!

- Close the notebook lid
- Notebook will go into a hibernation state
- Wait one minute
- Open lid and you will be asked to logon to computer
- Your initial screen prior to closing down will reappear in a very short period of time.



Shutting Down your notebook

- ALWAYS SHUT DOWN notebook at the end of the day's work
- Allows for updates to occur
- Refreshes the notebook each day
- Keeps your notebook running fast



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What are the biggest users of battery life?

- Anything that requires the USB or an attached DVD/CD ROM will drag lots of power from the battery
 - Speakers and DVDs
 - Working directly off a USB flash drive: wireless mouse, working with files on flash drive
 - Continually having a flash drive in a USB port
- Bluetooth always on drags a lot of power
- Watching any type of video because of the use of the graphics card



Saving Battery Life

- Always recharge overnight if notebook has been in use that day
- Always shutdown if fully recharged
- ***Never leave in hibernation overnight***
- Never work directly off USB flash drives
 - Only use these for back up purposes



The THREE GOLDEN RULES

- Back up, Backup and Back up
- Then backup again!
- Loss of data on notebook is not considered a legitimate excuse for not handing work in on time
- You are responsible for maintaining a correct back up procedure



BACK UP YOUR DATA!

- Always save to your notebook then back up your data on your network drive while at school = 1 gigabyte (GB)
- NEVER depend on your USB as the primary means of back up or storage
- USB flash loss and USB flash failure are the biggest problems many students have had over the years ... believe us, we have gone through a truck load of tissues with bucket loads of tears!



Let's Test - Student Network drive

- Click on the folder icon - task bar
- Can you see “This PC – Documents
- Can you see your network drive?
 - Its your username
 - Can you create a folder in this drive?
 - Can you create a simple word doc and save in this folder?
 - Can you delete this file
 - Can you delete this folder?



Let's Test - Internet Connection

- Open Internet Explorer (if not already opened)
- Go to www.mackillop.vic.edu.au
- Go to main menu > Information > Notebook Program
- You all have 5 gigabyte (gb) of data per month
- If used within the month then \$2 per gigabyte can be bought at admin – no carry over into the next month



All Current Notebook Info - www.mackillop.vic.edu.au



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Internet @ Home

- NEVER use bit torrent type software (P2P) for downloading games, videos and alike
 - Riddled with malware
 - Illegal
 - Not acceptable, so if found your notebook will be immediately re-imaged
- NEVER have links to games or the actual software on your notebook



Our Wireless Network

- Moving from class to class should not be an issue in wireless connection
- However if issues arise
 - Wait a little while for wireless to “kick in” 😊
 - If unsuccessful then restart (reboot) notebook
- Problem should now be solved
- If this continues go to ICCT Service Centre at the appropriate time (NOT DURING CLASS)



Care and Security

- Student lockers must have secure combo locks - DO NOT SHARE security lock code
- Padded notebook carry bag **must be used** at all times between class
- Carry bag must be in student bag when going to/from school
- Notebooks must be taken home overnight (if occasionally can't be taken home then must be stored in the ICCT Centre)
- No notebooks during recess / lunchtime outside



Care and Security (cont'd)

- Never ever try to carry notebook by the screen
- Never move around with screen open
- Top causes for notebook damage
 - Not using carry case
 - Screen damage
 - Tripping on cables
 - Lack of care for AC adapter and Power Cable
- Each notebook has school virus protection software on it



Cracked / Bleeding Screens



Excessive pressure caused by carry / lifting notebook by screen



Pens/pencils left on the keyboard then closing lid!



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Classroom Guidelines

- Bring your notebook fully charged
- Manage your password appropriately
- Backup your files **REGULARLY**
- Manage your Internet and printing credit
- Always store your notebook in its carry case and in locked locker
- Carry your notebook around the school in its carry case



Classroom Guidelines

- Take your notebook home every day in its carry case
- Report any notebook damage to your teacher and the technicians before school, recess, lunchtime or after school. NOT during class time.
- Only add appropriate material to your notebook protective skin
- Do not leave pen/pencils on keyboard



Gaming (on/off line)

There is definitely no gaming allowed on these notebooks, unless specifically requested and approved by the school.

Our system is constantly scanning for gaming-type files. If found then you will be called in by ICCT Services, your notebook will be immediately re-imaged, infringement will be permanently noted on your network record and further consequences may occur.



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Digital Technologies Guidelines

- Don't cyber-bully, report any cyber-bullying
- Surf the Internet safely
- Only open notebook screen upon request from teacher
- When requested to pay attention – hands off keyboards and lower screen
- Assistance? Ask three before the teacher
- Never “lend” your notebook to another student
- No notebooks out during recess or lunch



The Education Security Carry Bag



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The Security Case

- What do I need to do?
 - Write your name on tag
- When and How?
 - Travelling to and from school
 - Take out school backpack when unloading into locker
 - Notebooks **MUST** be inside the education security case at all times when transporting notebook around
 - In class, place case under your seat with shoulder strap tucked inside for safety purposes e.g. tripping



Travelling on the bus/car

- Always have your school backpack in a vertical position on bus
 - saves potential damage to screen which is one of the most expensive parts of the notebook
- NEVER leave your notebook bag in clear view inside your family car if left unattended. Always place in boot and a cool place
- If being picked up from school you can carry your notebook security case to the car (only if on site)



Service Centre times

Before school:	8:15 am – 8:30 am
Recess:	10:35 am – 10:50 am
Lunchtime:	12:40 pm – 1:15 pm
After school:	3:20 pm – 4:15 pm

Repairs and Servicing: Notebook Helpdesk

No servicing of notebook during class time



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Warranty Claims / Insurance

- Warranty Claim – immediate loan notebook given
- Insurance Claim – loan notebook given upon receipt of completed signed insurance claim form



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