



Using District MAC Laptops at Home - Student

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How to Obtain a Loaner MAC Laptop

All district computers that are used at home are required to be signed out to the student by the school Principal or Teacher.

- Students will need to sign a *Technology Use Agreement*
- Parents will need to sign a *Loaner Device Agreement*

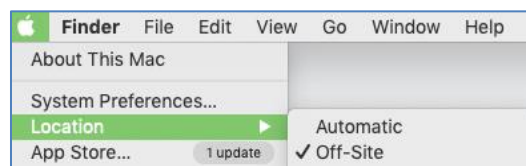
How to Login

At the login window, click Student or Guest Access. No password is required.

How to Connect to Your Home Network

Please note: District Internet content filtering, based on the Ministry of Education guidelines, is not enabled on home networks.

1. Click on Apple menu icon in the upper left
 - If you see the **Location** option, then choose “Off-Site”
 - If you do not, proceed to next step



2. Click on Wi-Fi menu icon in the upper right
 - Choose your home Wi-Fi network
 - Type in your home network's passcode when prompted



How to Save Documents

Do not save files locally. Saving documents locally may result in a loss of your files. Instead, save documents to OneDrive, a file hosting service operated by Microsoft or a memory stick.

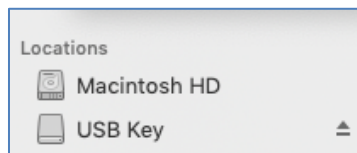
Save documents Microsoft OneDrive

- To copy files and folders from your laptop to your OneDrive account refer to this document

<https://support.office.com/en-us/onedrive>

Save documents to a USB stick

- Insert a USB key into the laptop and it will appear in the Finder sidebar under locations.
- Drag/copy files from the laptop to USB Key



How to Install Software

If you need software installed on the laptop, please talk to your teacher. Be sure to tell them name of the laptop which can be found on a sticker on the lid.

How to Install a Home Printer

You can install a printer on a school supplied laptop just by connecting the USB cable and turning the printer on.

If the laptop prompts you to install software, please talk to your teacher. Be sure to tell them name of the laptop which can be found on a sticker on the lid.

Appropriate Use and Care

Placement

Laptops should be used on desks or tables with a flat hard surface away from food and drink. This allows for proper cooling of the unit when being used. If Laptops are used on laps or a soft surface the cooling vents can be partially or totally blocked causing the fans to run full speed and the Laptop to overheat.

Cleaning

Always add cleaning solution to a cloth and not directly onto the device. Do not use window cleaners or household cleaners.

Please see the following link from Apple's website which applies to all types of electronic devices:

https://support.apple.com/en-us/HT204172?mod=article_inline