Using District PC Laptops at Home - Student

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How to Obtain a Loaner PC 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*
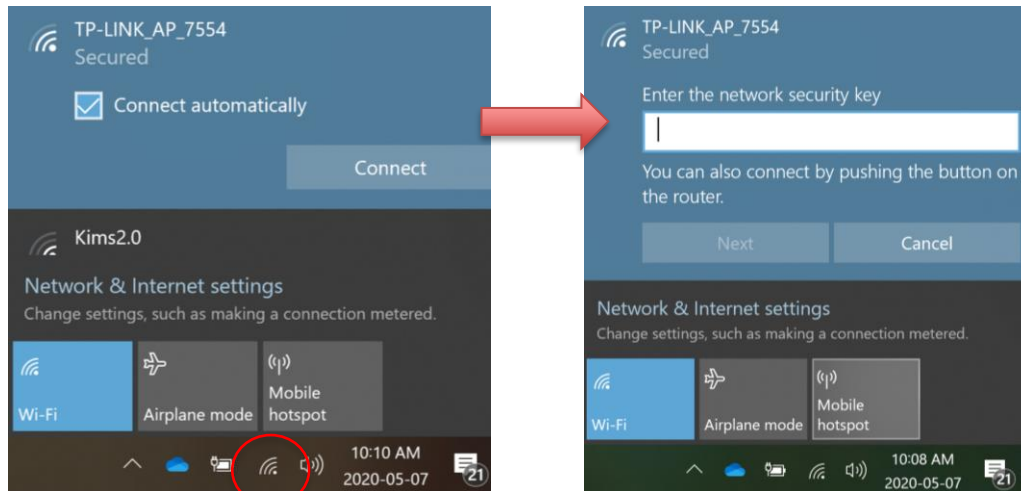
How to Login

Students can obtain their username from their classroom teacher **or** to reset your account password.

1. At the login window, enter your username and password.

- The initial login must be done on the district network. Your teacher may have done this for you. If you cannot login proceed to your school and get in range of the school wi-fi then sign in.

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 the Wi-Fi icon at the bottom right of screen
2. Click on your home Wi-Fi network, then **Connect**
3. 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 Microsoft support 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, not directly onto the device.

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

https://www.dell.com/support/article/en-ca/sln119326/laptop-care-guide?lang=en