



Middle School Laptop Student Handbook



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Introduction

Welcome to the AIS Middle School Laptop program. As part of the program, all Middle School students will be issued with a Dell Vostro 3350 laptop, a device that will enable you to access and create a vast array of digital resources that can greatly assist you in your learning, both in the classroom and at home. The care and security of your laptop is your responsibility. This handbook will provide you with information that will help you use the laptop effectively and keep it in optimal working condition. It will also provide you with valuable information on caring for your laptop, laptop security, extending battery life, reporting faults, insurance and returning the laptop to the school.

The AIS Middle School Laptop wiki contains lots of useful information regarding the use of the laptops and can be accessed here:

<http://middle-school-laptops.ais.wikispaces.net>

Make sure you login using your AIS username and password and sign in using AIS SSO.

Specifications: Dell Vostro 3350

- **CPU (Processor)** - 2nd Generation Intel core i7-2620M processor 2.7 GHz with Turbo Boost 2.0 up to 3.4 GHz
- **Random Access Memory (RAM)** – 4Gb 1 DIMM (4 Gb x 1) DDR3 1333Mhz
- **Hard disk drive** - 500 Gb, 7200 RPM
- **Screen** - 13.3" HD WLED Anti-Glare (1366 x 768)
- **DVD Drive** - 9.5 mm SATA tray load DVD+/-RW
- **LCD Back Cover** – Aberdeen Silver
- **Graphics Card** - AMD™ Radeon HD 6470 GDDR5, 512 Mb
- **Battery** – 8-cell 80 WHr Lithium Ion Battery (1 year warranty)
- **Wireless adapter** – Intel Centrino Wireless-N, Bluetooth v3.0
- **Keyboard** – Dell keyboard and touch mouse with backlight



AIS ICT Agreements

The **AIS ICT Acceptable Use Agreement 2011** and the **AIS ICT 1:1 Laptop Agreement** must be adhered to for the appropriate use of the student laptop computer. Any breaches may result in you being excluded from the use of the laptop and any of the school's computer equipment. These agreements can be accessed from on *AIS Online Resources/Moss/Shared Files/All Students/ICT*.

Laptop Care

- You will need to bring the Laptop fully charged to school every day and take it home each night for recharging
- Your laptop sleeve has been designed to protect it - always carry your laptop in this sleeve in your bag.
- ID Labels are to be maintained. These will be vital in identifying your laptop and not to confuse your laptop with anyone else. If the ID label comes off, see ICT Support in B3 for replacements
- At the end of the borrowing period the laptop must be returned in a clean, reusable condition
- Clean your laptop and screen with a soft damp cloth. Do not use abrasives
- Do not use a vacuum cleaner attachment to clean the keyboard due to electric shock
- Try to avoid moving the laptop while it is operating - this can damage your hard disk drive. If moving between classes put the lid down and let it hibernate
- Do not eat or drink while using your laptop as spillages may damage it
- Other students are not permitted to use your laptop

Transport and Securing the laptop

You are expected to take full responsibility for securing your laptop both on and off site. Laptops that are lost, damaged or stolen whilst in your care are your responsibility.

In-transit to and from AIS- Laptops are to be transported within the Belkin carry case and concealed within your school bag for the duration of your trip on public transport.

Within the School –

- Laptops are to be secured in your locker when not in use and you are responsible for ensuring your locker is secure at all times.
- Lockers are used only for “Daytime storage”.
- Laptops are NOT to be left in lockers overnight or on weekends/holidays. If for some reason you cannot take your laptop home, please check it into ICT Support in B3 before leaving that day.

Assemblies - Store your laptop in your locker prior to assembly.

Lunch/Recess - Place in your locker.

PE Lessons - Store your laptop in your locker before your PDHPE lesson.

Onsite CCAs - Meet your coach at the designated area after locking your laptop in your locker.

Offsite CCAs -

- Laptop stays in the school bag at all times.
- Keep bag in line-of-site view during training.
- Store bags together.
- Don't step on others' bags.
- Be sure your bag is clearly identified.

- Report any laptop issues to your Coach/Convenor (who will advise the CCA Coordinator) and also to ICT Support (B3) on your return to the school.

Outside of AIS–

- Laptops are to be kept in a secure location at home
- Do not leave your laptop in an unsafe location such as next to an open window or in the car
- Laptops are to be taken as carry-on luggage when on domestic flights.
- If raining, be sure to store your bag in a dry, secure area.

Camps and Retreats - Laptops are to be kept secure at home for the duration of the camp.

Battery Tips

The laptop battery has a limited charge and will not last the whole school day if left on throughout the day. Here are some tips for getting more from your laptop battery to help make it last through to Period 6.

1. When not using the laptop in class, turn it off or put it into hibernation (not sleep!)
2. Fully charge the battery each night at home.
3. Don't use the laptop while on your way to school. (In car or bus)
4. Don't turn the laptop on until you need to use it at school.
5. During the day, don't play computer games, music or DVD movies - Multimedia activities drain laptop batteries.
6. Use the notebook touchpad instead of an external mouse.
7. Adjust your screen brightness - Dimming your display saves battery power.
8. Tweak Windows Power Options - Choose a Laptop power scheme that turns off the laptop monitor and hard disk after 10 minutes of inactivity.
9. Decrease or mute the Laptop Speaker Volume.
10. Programs that are run from a CD or DVD can be copied to and run from the hard drive, which typically consumes less power than an optical drive.
11. Defrag regularly. The faster your hard drive does its work – less demand you are going to put on the hard drive and your battery. Make your hard drive as efficient as possible by defragging it regularly. (*All Programs/Accessories/System Tools/Disk Defragmenter*)
12. Hibernate not sleep – Although placing a laptop in sleep mode saves some power and you can instantly resume where you left off, it doesn't save anywhere as much power as the hibernate function does. Hibernating a laptop will actually save your laptop state as it is, and completely shut itself down.
 - a. Control Panel\All Control Panel Items\Power Options\System Settings
 - i. On *Battery* setting, select *Hibernate* for *When I close the lid* option

Laptop Software

The software image loaded on the Laptop is licensed to the School. In order to keep the laptop in optimal condition for use at school and home you must ensure that:

- the software is not copied, deleted or transferred, for any reason at all
- files and data installed on the laptop will be legal and appropriate (See definition in AISS ICT Acceptable Use Agreement 2011)
 - no illegal or illicit material or electronic data is stored or otherwise loaded on to the laptop
 - e.g., Bit Torrent, Lime Wire
 - pirated movies, Ironman, Green Lantern etc.
 - pirated music, E.g., Black Eyed Peas
 - inappropriate software, Call of Duty, Grand Theft Auto, Fear 3
 - any violent or sexist content
- From time to time your laptop may be recalled for servicing, maintenance or reimaging
 - any unauthorized software or inappropriate files will be deleted and the matter will be referred to the School Leadership Team for further investigation
 - In the event of software problems or irregularities, AIS will arrange a complete reload of the School image (it is the student's responsibility to back all required data files up)

Protecting/Backing up your data

- Your data files should be stored on the C:\ drive in a folder called 'School Work'
- Ensure you have a backup of all important work. **Backing up your work is your responsibility**
- As your H: drive has a modest quota (limit), you are strongly advised to back up your files to:
 - Cloud storage
 - SkyDrive
 - Live Mesh
 - Dropbox
 - Physical
 - USB storage drives
 - External hard drives
- Essentially, you should have a full and complete copy of your data files from your laptop saved on some other external storage medium (preferably more than one copy!)

Laptop Applications

Your laptop comes with a comprehensive suite of software applications installed on the hard drive. The applications on the laptop include:

- **Windows 7** – latest release of Microsoft windows operating system
- **Windows Live Movie Maker** – import, edit and publish videos
- **Windows Live Mesh** – backup tool, allows syncing of files up to 5 Gb to Windows Skydrive,
- **Windows Live Photo Gallery** – photo management and photo sharing application
- **Microsoft Office 2010** - General office applications such as word, Excel PowerPoint, OneNote etc.
- **Microsoft Visual Basic 6** – event driven programming language which allows programmers to create applications
- **Fsecure** – anti-virus and computer security software
- **Activinspire** – interactive whiteboard software used to create flipcharts for presentation
- **Adobe Photoshop** – advanced image editing and compositing program, also allows creation and editing of 3D motion-based content
- **Adobe Dreamweaver** – advanced website design and creation program
- **Adobe Premiere Pro** – allows high-end video editing, encoding and delivery
- **Adobe Fireworks** – enables the creation of graphics the web or any device
- **Adobe InDesign** – used to create works such as posters, flyers, brochures, magazines, newspapers and books
- **Adobe Flash Professional** – multimedia authoring program used to create animations for the web, games and movies
- **Clickview Player**– allows access to schools online Clickview video library, videos can be ‘school bagged’ and taken home
- **Inspiration** – mind mapping software
- **Kahootz** – create 3D animation stories and movies
- **Audacity** – audio editing and podcasting program
- **Mindstorm NTX** – Lego robotics programming software

Installing Software

A local installer account has been created on each laptop, providing you with local administrator rights. This will allow for you to install software applications that will be of benefit to your schoolwork and to the general functioning of the laptop in the home environment, such as printer and scanner drivers, etc.

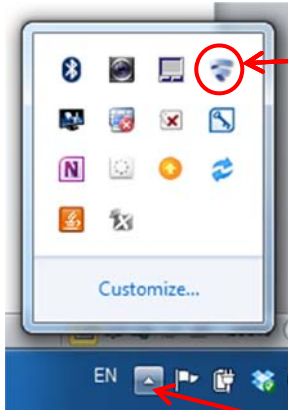
It is expected that any program or file installed on the laptop will not compromise the performance of the laptop. If any install is found to impair the performance of the laptop, ICT Support will reimagine the laptop. (It is your responsibility to have backed up your files.)

To logon as a local administrator:

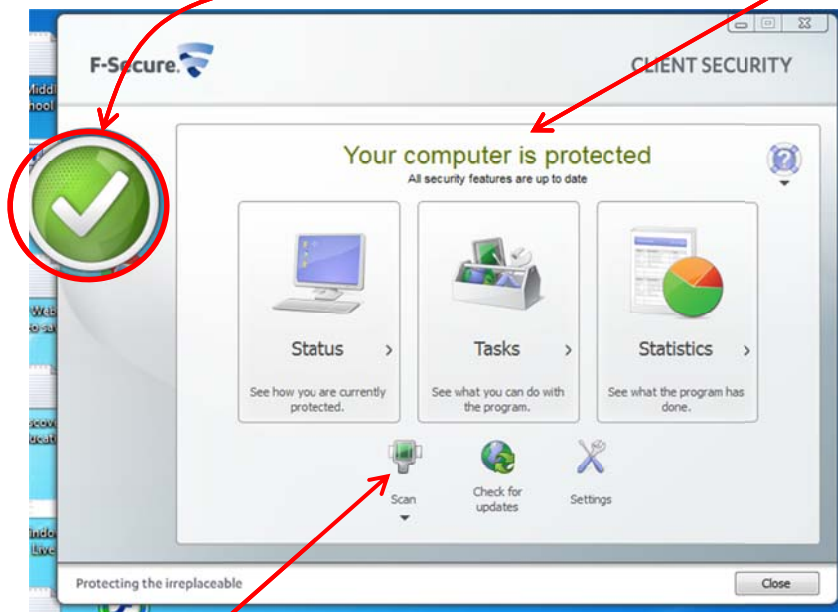
Username: computer_name\installer
Password: installer

F-Secure Antivirus Software

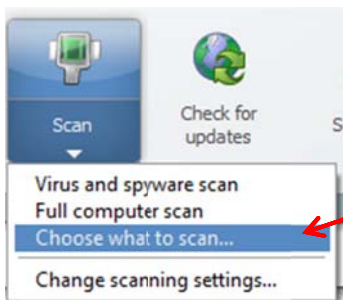
- Ensure the F-Secure anti-virus software is up-to-date as viruses can damage your work files.



- To open F-Secure, click on the *Show Hidden Icons* button and click on the *F-Secure* icon
- It will indicate the antivirus is up to date and your laptop is protected

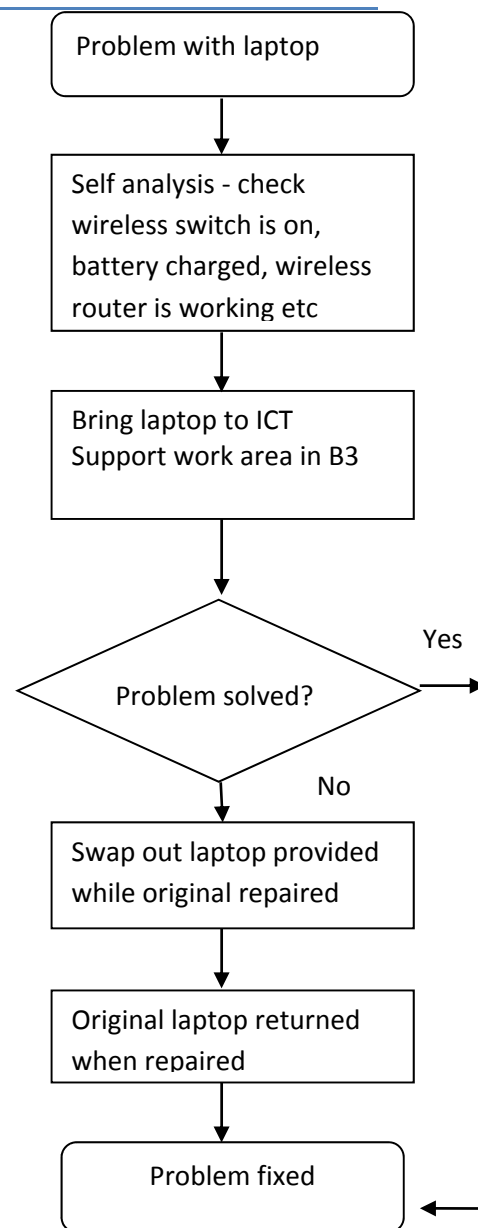


- Always scan USB drives before use. Sharing data files with other students is the most common way of being infected by a virus



Reporting Problems/Feedback

- **If you are having problems with your laptop**
 - Complete a self-analysis - check that the basics are OK
 - Wireless switch is on
 - Battery is charged
 - Wireless router at home is OK
 - If the laptop is not working properly, bring your laptop to the **ICT Support** work area in B3
 - Every effort will be made to deal with the problem promptly
 - If your laptop cannot be repaired promptly you will be provided with a swap out laptop for temporary use while the original laptop is being repaired
- If you have any problems or concerns with the hardware or software on your laptop, **do not attempt to 'fix' the problem yourself**. The laptop warranty is voided if the casing has been opened
- The school will, on request, arrange for warranty work for the laptop. If accepted by Dell, it will be undertaken at no cost to You (but You must not allow any repair or maintenance work to be carried out on the laptop without our prior written consent)
- The school requires feedback from you to assist in setting up the Middle School laptop program so it runs efficiently and effectively. Any feedback relating to the laptops can be sent to laptop_feedback@ais.com.sg



ICT Support

ICT Support is located in the B3 area of the Middle School

Opening hours: 7:45 am to 4:45 pm

Email: laptop_help@ais.com.sg

ICT Support will be available to be contacted at all times during term time and during the holidays.

Warranty, Loss and Damage

Your Dell laptop is covered by a 3 year Dell Pro-support warranty. You need to bring your laptop to ICT Support in B3 for all repairs or servicing.

You need to report a stolen or lost laptop or damage to the laptop to ICT Support in B3 immediately.

- Accidental damage to the laptop is covered under the “CompleteCover” insurance from Dell and includes
 - Liquid spilled on or in unit
 - Drops, falls and other similar impact
 - Electrical surge
 - Damaged or broken LCD
 - Accidental breakage (multiple pieces)
- Non-accidental, malicious or deliberate damage is not covered by insurance. It will be charged back to you. You will be required to meet the costs associated with repairing or replacing the Laptop.
- In the case of a lost or stolen laptop outside of school – contact the school immediately and report it to the Police
 - It is important to have a police report to present to the school. If outside of normal business hours
 - after having contacted the police, email laptop_help@ais.com.sg immediately and phone the school as soon as normal business hours resume
- Laptops are not covered under insurance when stolen

Ergonomic tips for Laptops

Here are some simple tips on ergonomic use of your laptop:

- When using your laptop, keep your back straight
- Sit with your bottom in the back of the chair
- Make sure the laptop is on a firm/solid surface
- The angle of your elbow and forearm should be 90 degrees
- Don't use the laptop where there is too much sunlight
- Try to have the screen in line with your eyes
- Take a break every 30 minutes
 - Go and do 30 minutes exercise
 - Do some stretching and flexing for 2-3 minutes

Connecting to a wireless network

To connect to any wireless network, your wireless network indicator needs to be 'On' with the white light glowing.



Your laptop should connect to the wireless network at AIS automatically.

You will be able to tell if it is connected by checking the wireless icon in the taskbar at the bottom right hand of your screen. This indicates it is connected to the wireless network.



This indicates there is a problem connecting to the wireless network.



To connect to a wireless network outside of AIS, click on the wireless icon.



Select the wireless network you want to connect to and select *Connect*.

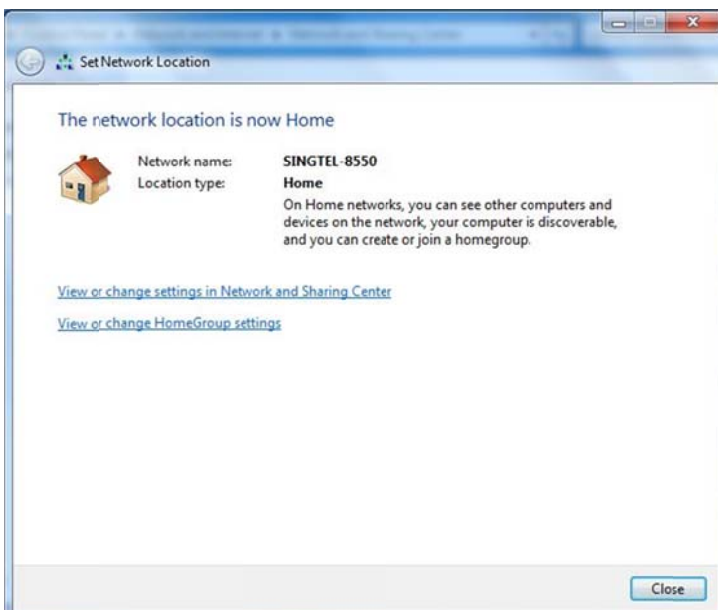
Type in the security key:



Select the location



The wireless connection will be saved.



Laptop Ports

There are a number of ports on the laptop that you are able to use.



USB ports

Network cable port

Headphones

Microphone

USB/SATA



HDMI

VGA/monitor

Returning Details

- When you leave AIS, you will be required to hand your laptop in and the entire inventory supplied with it.
- You will need to sign the equipment back in using the AIS ICT 1:1 Laptop Agreement.