(8) - STAFF LAPTOP PROGRAMME GUIDELINES

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1. **Insurance**

   The School has insured the Laptop for work and home use, however you should be aware that this insurance has a $250 excess applicable for loss or theft and that the staff member will be liable for this if such an incident occurs.

   The warranty on the Laptop covers all damage for a period of one year. You will not be liable for any repairs even in the case of accidental damage; however you should be aware that acts of gross negligence may not be covered.

2. **Ownership**

   The School retains full ownership of the Laptop. Teachers on LSL or extended absence will need to deliver the Laptop to IT for reallocation. Teachers should ensure that Laptops are brought to work every day so that they can be used in the course of their professional duties and to provide for virus scan updates.

   We expect that the Laptop will become ingrained in the School routine and that various applications, such as absentee tracking, will become available. Therefore there is an expectation that all teaching staff will become proficient in the use of their Laptop. Professional Development will be provided on a needs basis where required.

3. **Data**

   Laptop users are responsible for ensuring their data is backed-up using the correct method:

   - Laptop users are responsible for ensuring their data is backed-up regularly. All documents not saved directly to a network drive “teachers on BM-svr02 S” should be saved under “teacher’s class” only. This folder is synchronised with the School’s server every time you log on or off from the network - and will be backed up automatically.

   - Any data not strictly related to your work with the school (e.g. Music and Family Photos) is not to be stored under the "My Documents" folder. It creates an unnecessary strain on the schools network and backup system to maintain large amounts of additional data.
4. **Security**

The Laptop user is responsible for the following with regards to their Laptops:

- Should not be left on your office desk after normal school hours.
- Should be taken home or locked away at the end of each day.
- Should be taken home in the holidays.
- Should not be left in vehicles.
- Should not be left unattended in student areas.
- Should not be left logged-on in student areas.
- Should not be given to friends or other members of your family to use.

The Laptop users are responsible for the following:

- Are responsible for all data downloaded onto the hard drive of their Laptop. Inappropriate data includes pornography, illegitimately copied music or films and pirated or otherwise illegal software. If in doubt – ask.
- Should not install software onto their Laptops (unless it is legal and work related and has the approval of a member of the IT Staff).
- Should ensure the integrity of their passwords. Use appropriate passwords and do not allow students to see their password typed in.

5. **Safety and Maintenance**

- Allow adequate space around their Laptop for ventilation purposes.
- Do not rest the Laptop on your lap. It can get very hot.
- Do not get food/drink on the Laptop.
- Avoid sun, sand, water.

6. **Operation**

The Laptop can connect to the wireless network or the wired network. Use the wired network whenever possible. The wired network runs at a faster speed; however for most of your daily uses the wireless network will be adequate.

- Logging On and Off at School and at Home:
  - Log-on and log off to your Laptop the same way that you log-on to your PC.
  - Please note that files stored on the network drives (S:\) will be unavailable when you are not on the School premises.
6. **Operation (cont’d)**

- **Emails at School:**
  - Use Microsoft Outlook the same way you would as on a PC. The first time you open Outlook you may be prompted to set up an account.
  - If so please follow these steps:
    - From the E-mail Accounts Wizard Click Next
    - Select the Microsoft Exchange Server option
    - Click Next
    - In the Microsoft Exchange Server text box, type: scribe
    - In the User Name text box, type your Login Name
    - Click Next
    - Click Finish

- **Emails at Home:**
  - To access Email from home:
    - Open Internet Explorer (click the Start Button, then Select 'Internet' at the top of the menu).
    - In the Address Bar, enter the following URL: [http://beehive.wa.edu.au/exchange/](http://beehive.wa.edu.au/exchange/)
    - When prompted for a username and password, enter the same details you use to login to your computer.

7. **Roaming on the wireless network**

The School has limited wireless connection points around the school. These connection points overlap each other so that Laptop users can move from one 'ZONE' to another. This will enable Laptop users to connect to the Network from almost anywhere within the School.

- MOVING FROM ONE ZONE TO ANOTHER (ie. One connection point to another).
  - **BEFORE YOU MOVE YOUR LAPTOP** – you should be aware that the Laptop logs into a particular wireless access point and will stay with that point until the signal becomes very poor. Therefore it is possible to have a very weak signal even though you are standing next to a wireless access point. We recommend that if you are moving zones that you shut down Outlook and restart when you reach your destination.
8. **Batteries**

- Batteries are rated to last four hours (dependent on how you are using your Laptop).
- New batteries need charging overnight.
- Connecting the Laptop to a power source will charge the battery.

9. **Printing**

- Several other Printers are available throughout the school and may be more convenient for Staff in different areas.
- Please speak to a member of the IT Staff to be configured to connect to a printer in your work area.

10. **Technical Maintenance**

Updating and maintaining your Laptop is essential to minimizing problems. Therefore:

- we will require your Laptop periodically to perform routine maintenance and upgrades.
- this maintenance includes the re-imaging of your Laptop. This means that the Laptop will be returned to the configuration that you received it in and that all data on the C drive will be deleted. You will need to re-load any (legal) software that you have personally installed on your Laptop.

11. **Installing Software**

- LEGAL software, used for work purposes, can be installed by the Laptop user. Please check that the software is compatible with your Laptop. Ask one of the IT staff first.
- Software not purchased and installed by the School is not supported by the IT department.
- The legality of software not installed by the School is the responsibility of the Laptop user.
- Note - this software will be erased when routine maintenance is carried out. Keep your disks so that you can re-install the software.
- Programs known to cause problems, that will not be supported include:
  - incredimail.
  - 'toolbar' add-ons for Internet Explorer such as Yahoo and Google.
  - Google Desktop Search.
12. Other

- The School will supply one Laptop and bag and power adaptor. Staff members can purchase their own ‘extras’ if they wish (e.g. mouse; memory stick; digital camera; etc).
- Only Laptops supplied by the School will be supported on the School network.
- The IT department does not have the human resources to support the ‘at home’ use of Laptops.
STAFF LAPTOP PROGRAMME AGREEMENT

Please complete the following:

I, ________________________________ have read the Beehive Montessori School Staff Laptop Guidelines and agree to abide by the procedures and obligations outlined.

My Laptop is an ____________________

Laptop ID: _______________

Signed: ______________________________ Date: ______

Please print name: ______________________________

All maintenance of laptops must go through the office.