

Expectations for Student Use of HCPS Provided Technology

1. Bring your laptop and charger to school every day!
2. Your use of the laptop is an instructional and a classroom management issue.

“Students should use technology for school-related purposes only during the instructional day.” This is taken directly from HCPS Code of Student Conduct 2009-2010.

You’ve signed the Acceptable Use Policy (AUP); please abide by the rules!

No games during school and no hacking the image!

Headphone use is allowed ONLY with teacher permission.

3. Take responsibility for your behavior when using HCPS provided technology.

Technology use must adhere to all existing HCPS and JRT policies regarding student behavior.

We believe in and enforce the HCPS Code of Student Conduct!

4. Take care of your laptop **AND** When experiencing problems with your laptop, take it to the Help Desk as soon as possible. (Mini-lesson #2)
5. Back up essential files every day! (Mini-lesson #6)

Your Dell Laptop

The specifications:

- Make: Dell
- Model: Latitude e6400
- Processor: Intel 2.26 gigahertz Duo Core
- Memory: 2 gigabytes
- Display: 14.1 inch high definition TFT LCD
- Weight: Lift your current laptop...the new one weighs one pound less =)
- Battery: 6 cell, 65 wph, Lithium Ion

KNOWN ISSUE (the HCPS Technology Department is aware of and working on...)

- Media Player – the default volume is set very low. They are figuring out if they can push a fix for this.

How to Login:

- Use the silver power button to start your laptop
- Make sure the log onto says HCPSO
- Username is Last Name, First Initial, Mid Initial (sometimes there is a number 1, 2, etc.)
- Password is the last 4 digits of your Student ID Number

- If you are having problems locating the school's wireless network
 - Use the Start Menu > Check for Software Updates > wait for GUpdate to finish
 - Double click the wireless fan icon in the System Tray on the right of the Task Bar > Select HCPSWireless and press Connect.

Laptop Hardware:

- CD/DVD Tray – You can play CDs and DVDs and you will NOT be able to burn anything
- WebCam – Disabled on student computers
- Microphone – located to left of WebCam. The Microphone should work right out of the box. But if the Microphone is not working, go to Start > Settings > Control Panel > Sounds & Audio Devices > Audio tab > Click the Volume button under Sound Recording Device, and select Digital Mic.
- Ambient Lighting - conserves battery power and will make the screen go brighter and darker depending on lighting and your hand movements. This cannot be turned off; however if you use Fn + the Up Arrow key (to increase brightness tends) to help with the flickering screen.
- Wireless Switch – located on the right side of the computer. The wireless switch is Disabled on the Student image, so it is ALWAYS on.
- SD Card slot – located in front of computer. You can back up documents to a SD Card.
- 3 USB ports – 2 on right side and 1 on left side of computer.
- HDMI port – located in back of computer. HDMI is the connection used for HD TVs.
- Fire wire port (for fire wire with a small end) & FW Adaptor slot for fire wire with larger end.
- Trackpad Zoom - click on left edge of trackpad and then drag up/down to zoom/zoom out.
- Pointer Stick – moves the cursor and may be used instead of (or in conjunction with) the trackpad.
- If you accidentally rotate your screen 90 degrees, then right click on the Desktop, choose Graphics Options > Rotation > Normal to fix.

Important to Remember

Computer icon with Your Name – Students will be working from the **User Volume (D:)** part of the Local Disk (not the C: drive)!