# 1:1 Digital Learning Program
# Year 4 in 2019
# PARENT INFORMATION

OUR LADY OF THE CAPE

MANY HEARTS, ONE VOICE

# Laptop Features



## HP Probook x360 11" G1

The laptop has a 360 degree hinge allowing it to be used in:

- Notebook mode
- Tablet mode
- Stand mode
- Tent mode



Features:

- Windows 10 Pro Education
- Touch screen
- Trackpad instead of a mouse
- Two cameras
    - Top of the screen
    - On the keyboard that can be used in tablet mode to take photos

## Pen

HP Active Pen

- Powered by a AAAA battery – unscrew top to replace.
- No pairing (connecting) to laptop required
- Two buttons (fixed functions)
    - Button closest to tip will delete objects when the tip touches an object and the button is pressed.
    - Button closest to top acts like a right mouse click – usually brings up a context menu.

# Laptop Logins

## Student Login

This is your child's CEWA/Office 365 login and is used to login to the laptop. It is also used to login to:

- Office 365 features such as Teams, OneNote, OneDrive and the Office apps.
- Microsoft Store
- Minecraft for Education (if you want your child to use it)

This login is not an administrator of the machine so it is restricted in what apps it can install and what settings it can change.

## School Administrator Login

I have used this login to set up the laptop. It may be required for troubleshooting.

## Parent Login

This is a login that will allow parents to change settings and install programs that require administrator privileges.

- Format of login:  8257-21-XXXXXXX\parent where the first part of the login is the Windows name of the laptop
    - 8257 is our school code within CEWA
    - 21 acts as an identifier for this class (2021 is their leaving year)
    - XXXXXXX are the last 7 digits of the serial number of the laptop
- This login can be used when installing a program or changing a setting under your child's login and a prompt appears asking for an administrator username and password.
- You can use it to login to the laptop as 'parent' user – but there should not really be a need to.

# Laptop Management

The laptops are currently connected to the school network and server which gives the ability to make settings on the laptop from a centralised location. An example of this is the students are restricted to the CEWA private store in the Microsoft Store.

CEWA are currently implementing Microsoft Intune which give remote management capabilities similar to how we currently manage iPads at OLC. We are planning on moving to this system once we have tested its features. This will mean wiping the laptops and setting them up attached to the new system. This will not happen until at least the July school holidays. We will inform parents beforehand and explain what will happen. No student work should be impacted as it will all be stored on the Internet. If games have been installed on the laptop then these will need to be reinstalled and any saved data, levels, settings etc will be lost.

# Software Updates

Most software updates will occur in the background without any user interaction.

Once a month it would be good practice to check if any updates are required.

- Click on the Windows icon in the bottom right corner.
- Click on the Settings icon which is a cog.
- Click on Update & Security.
- View the 'Last checked' date. If it is more than a day or two old then click on the 'Check for updates' button.

It is worth doing a shutdown of the laptop at least once per week.

- Click on the Windows icon in the bottom right corner.
- Click on the Power icon (circle).
- Click on Shutdown.

This helps to keep the laptop running smoothly and may be required to complete any updates.

# Programs and Apps

Any programs or apps required by the school will be either installed automatically or be made available in the CEWA private store in the Microsoft Store and students or parents will be asked to download them.
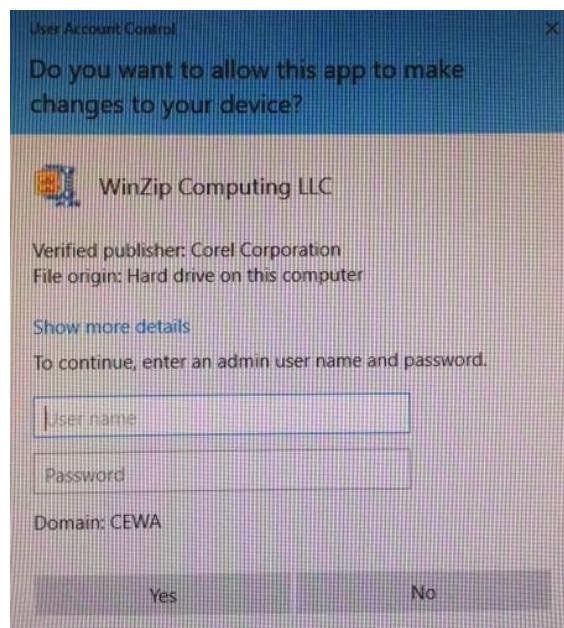
## Microsoft Store

The Microsoft Store is a place where free and paid apps for Windows can be installed from. To reduce the temptation for students to download many apps, we have restricted them to the private CEWA store within the Microsoft Store.

- Students have been logged into the Microsoft Store with their CEWA/Office 365 login.
- Students/parents have been asked to download the following apps from this store. This should be done under the student login.
  - Dictionary
  - Bible
  - Pic Collage
  - Microsoft Whiteboard
  - Sway
- Minecraft for Education is availabe in this store (as we share the store with all CEWA schools). Your child may download this app **if you want them to use it**. At this stage it will not be used at school. They will be prompted to login to use the app. They will need to login with their CEWA/Office 365 login to use the app.

## Other Programs

Software downloaded from the Internet or obtained from other places often requires administrator details to install. You can use your parent login details when prompted with a windows like the this.

The user name needs to be in the format 8257-21-XXXXXXX\parent where XXXXXXX are the last 7 digits of the serial number of the laptop (this information has been sent via email).

# Office 365

The students will be using the apps of Office 365 on the laptop.

The students will be accessing most of the Office 365 features via apps installed on their laptops including:

- Teams
- OneNote
- OneDrive
- Office apps such as Word and PowerPoint

Almost all of the functionality can also be accessed via an Internet browser by going to [www.office.com](www.office.com) and logging in with the student login and password. This can be done on any device.

Parents can view their child's work by checking their laptop or by using the above website on any device and logging in with the student login.

# OneDrive



OneDrive is Microsoft's cloud/Internet storage and it is a part of the CEWA Office 365 system. It is personal storage for each student that can be accessed from multiple devices (though at this stage most likely only from the student laptop).

The benefits of using OneDrive for our students are:

- Files stored on the laptop under Documents, Desktop and Pictures will automatically be saved to OneDrive providing a backup if the laptop is damaged.
- Transferring a student to another laptop will be simplified.

# Protect the Laptop

Here are a few simple tips to help protect the laptop from damage. Please reinforce these with your child.

- Keep the laptop in the bag when not using or charging.
- 'Sweep before Sleep' – encourage your child to sweep their hand across the keyboard before closing the lid.
- Never place anything on the keyboard.
- Keep the HP Pen in the pocket of the laptop bag.
- **Have safe places at home to use and store the laptop**.
  - o Laptops used on the floor may get trodden on.
  - o Laptops used and left on beds may bounce off.
- Don't have food or liquids near the laptop.

# Care of the Laptop Battery

Here are some tips on how to care for the laptop battery to prolong its life.

- **Heat** is the major thing that will damage a laptop battery.
  - o Always keep the laptop in a cool place.
  - o Avoid leaving the laptop in a hot car.
  - o Use the laptop on a firm surface to allow heat to escape. Do not sit it on soft surfaces such as your lap, a cushion or bed.
- **It is best not to fully discharge the battery.**
  - o It is fine to charge the laptop each night. The battery will stop charging when it is full.
  - o As a guide, if the battery is under 50% then it should be placed on charge for use at school the next day.

# Laptop Issues

If there are any hardware or software issues with the laptop these will be handled by the school. Please do not take the laptop to another repairer.

The laptop hardware is covered by:
- Three year warranty, and
- Three year accidental damage protection (ADP) with no excess (see exception below).

## Accidental Damage Protection

- Three claims until end of 2021 school year allowed.
- ADP can be purchased again ($220 for another 3 claims) with the coverage aligned with warranty expiry.
- If the laptop needs a complete replacement, the ADP is terminated. The school will charge an excess of $100.00 to partially cover the cost of the additional ADP for the replacement laptop.

The following are not covered by the ADP.
- Deliberate damage.
- The HP Pen is not covered by the insurance cover. Lost or damaged pens can be replaced at a cost of $55.00 through the school.
- Normal wear and tear.
- Exposure to weather or environmental hazards.
- Damage caused from fire, flood or vehicle accidents.

## Loss or Theft

Loss or theft of the laptop should be reported to the police and school immediately. An excess of $110.00 will be charged for a replacement laptop.