

## **Laptop Tips**

### **Charging Laptops**

Please remind your student to fully charge their laptop every night. Establishing a routine for this at home will ensure that students arrive at school with a fully-charged device that will last for the entire school day. Chargers should be kept at home. Students whose laptops lose their charge at school will have the option to use a desktop computer.

### **Powering Down Netbooks**

Please ensure that students are properly shutting down their laptops. This is done by clicking on the Start Menu, then selecting power options and “Shut down”. The lid should not be closed until the screen has gone dark and all the indicator lights are off. Closing the lid prematurely will cause the computer to hibernate instead of shutting down completely.

We’re also finding that some students are holding down the power button to shut down their computer. This is to be avoided as it can corrupt data in open programs and repeatedly doing so can risk damage to the hard disk.

### **OneDrive Cloud Storage and LWSD Network Access**

All LWSD students have access to the district's cloud file-storage, OneDrive, which is accessible from any location with web access. Students save their digital work to their personal, secure OneDrive folders. Students whose laptops have been properly set-up during the first week of school are able to access the EAS shared data folders on the district network from home.

### **USB Flash Drives**

All students are expected to backup all school files on their personal USB flash drive. Their USB drive should be kept with their school materials at all times.

### **Connecting to Home Networks & Printers**

Students often ask us about how to connect their laptop to their home network and/or home printers. Due to the many different home network solutions, there isn't one answer we can provide. We suggest that they work with whoever set up their home network for assistance in connecting their LWSD laptop. In some cases, special device drivers need to be installed, which is not allowed by the laptop security settings. In these cases, the laptop may not be able to connect to the home network or printers. **Please do not attempt to override these security settings, as doing so will prevent the laptop from connecting to the secure LWSD network when at school!** In this situation, the student can simply connect their flash drive to a networked home computer to access their home network and print work.