Electronic Information Network and Internet access policy

**PC Users**—every time you log onto the district network the operating system and virus updates occur automatically. To verify this happens, periodically bring your laptop to your building ITS.

**Mac Users**—see your building ITS for annual updates. Periodically bring your laptop to your building ITS for operating system and virus updates.

**Updates and modifications to the operating system and software by non-technical staff are NOT PERMITTED or APPROVED**

For more information please refer to the technology web page at:

http://www.pittsfordschools.org/departments.cfm?subpage=403

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District support for home cable / wireless Internet Service Providers

PCSD will support the use of:
- Road Runner
- Frontier DSL

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What to do if the laptop is stolen

- Work with your building administration to locate the lost laptop.
- Theft is dealt with on a case by case basis.

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Procedure for dealing with non-district purchased equipment

- Written permission is required from the technology department for all non-district equipment to be connected to the district computer network.
- Certain specifications must be met including and not limited to:
  - Current Mac & PC Operating software.
  - Updated anti-Virus software.

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How to change Internet Browser settings for online access at home using cable or wireless.

**PC Users:**

In the Browser (i.e. Internet Explorer, Netscape)
Click on **Tools**, Select **Internet Options**, Select the **Connections** tab (Fig.1)

Click on the **LAN Settings** button (Fig.1)

In the Local Area Network (LAN) Settings window (Fig 2)
Click on: **Automatically Detect Settings**

**Mac Users:**

Under the Apple Menu select **System Preferences** and Select **Network**

Set **Show** to: Built in Ethernet
Select the **Proxies** Tab
Uncheck **Web Proxy HTTP**

Click on the **Apply Now** button
Quit out of System Preferences

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How to Care for Your Laptop

A District Guide for Laptop Use

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Need Help?
http://pittsfordhelp/

Revised 2006
**Basic functions and general care of a laptop**

- Press **power** ON and allow computer to power up.
- Transport the laptop in the trunk of your car. This ensures a more even temperature and keeps it out of sight from theft.
- Allow the laptop to come to room temperature to function properly.
- Clean the **laptop display** with a soft cloth that has been slightly dampened with water only. Do not use any sprays or chemicals.
- Always keep the **air vents** of the laptop free of any blockage to allow proper ventilation.
- Unplug the AC adaptor when a storm is approaching. Lightning can cause electrical surges that could damage the laptop.
- Avoid magnetic fields—do not place magnets close by.

**Mouse control** is provided in a variety of ways depending on the laptop such as: scrolling track pad/ touch pad; tracking point, right and left buttons, a peripheral USB mouse.

**Extreme temperatures will cause damage to the laptop.**

- If you experience any hardware failures please contact your building ITS. If the ITS is not available, please contact the Pittsford Help desk online at this web address:—
  http://pittsfordhelp/

- Do not drop or set anything on the lid of the laptop.
- Do not place beverages/food near the laptop.
- Do not attempt to disassemble the laptop or access it’s internal components.

**Setting up a laptop**

- Use both hands when handling the laptop.
- Connect the Ethernet (network) cable and the AC adaptor before opening the laptop.
- Use both hands to open the laptop lid by always holding the right and left corners of the lid.
- AC adapters get extremely hot. Make sure to place the AC adapter in a ventilated area during use. Do not place papers or other objects on the AC adaptor during use as this will prevent proper cooling of the unit.
- It is a good idea to use the laptop plugged into an electrical outlet whenever possible.

**Storing a laptop**

- Turn off the laptop before closing the lid and placing it in the carrying case.
- Make sure that the AC adaptor is carefully wound up (bends and knots in wire cords can cause break the fine inner wires of a cable).
- Transport the laptop in a proper carrying case.
- Put the laptop into the case so that the hinges and connections at the back face up in the case.
- Use all the Velcro straps to secure the laptop.
- Make sure that any additional objects are placed in a separate compartment.

**Glossary— universal laptop ports**

<table>
<thead>
<tr>
<th>Port</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modem Mac/PC</td>
<td>Connects to a POTS phone line</td>
</tr>
<tr>
<td>10/100BASE-T/RJ45—Mac/PC</td>
<td>Connects to a network, Ethernet</td>
</tr>
<tr>
<td>FireWire/iLink—Mac</td>
<td>Connects Digital projectors, digital cameras</td>
</tr>
<tr>
<td>FireWire 1394—PC</td>
<td>Connects Digital projectors, digital cameras</td>
</tr>
<tr>
<td>USB—Mac/PC—multiple</td>
<td>Connects printers, cameras, memory sticks</td>
</tr>
<tr>
<td>Monitor Out—Mac (comes with display adapter)</td>
<td>Connects to a monitor adapter</td>
</tr>
<tr>
<td>SVGA monitor port—PC</td>
<td>Connects to an external monitor</td>
</tr>
<tr>
<td>DVI port-Mac</td>
<td>Connects to a DVI monitor</td>
</tr>
<tr>
<td>S-Video</td>
<td>Connects to a VCR</td>
</tr>
<tr>
<td>Parallel port—PC</td>
<td>Direct connection for printer, Zip drive</td>
</tr>
<tr>
<td>Serial 9 pin port—PC</td>
<td>Connects to a serial port</td>
</tr>
<tr>
<td>Headphones - Mac/PC</td>
<td>Connects to headphones</td>
</tr>
<tr>
<td>AC power port—Mac/PC</td>
<td>Connects to an AC power brick</td>
</tr>
<tr>
<td>SVGA adapter Mac</td>
<td>Connects to a Mac monitor adapter</td>
</tr>
<tr>
<td>Track stick / pointer—PC</td>
<td>Connects to a track stick</td>
</tr>
<tr>
<td>Touch Pad—Mac/PC</td>
<td>Connects to a touchpad</td>
</tr>
</tbody>
</table>

**Battery care & charging**

- **Battery operation** length is unique to each model, obtain this information upon receipt of laptop.
- When using the AC adaptor it should always be connected to a surge protected outlet.
- When attaching the AC adaptor, please take care in the location of the wires. Tripping on a wire can cause severe damage to your unit.
- Ask for more specific battery care information upon receipt of the laptop or refer to the web sites listed below for additional information
  http://www.batteryuniversity.com/partone-23.htm
  http://www.buchman.ca