

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>

District support for home cable / wireless Internet Service Providers

PCSD will support the use of:

Road Runner
Frontier DSL

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.

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.

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)

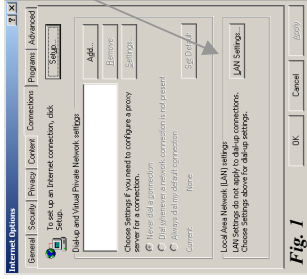


Fig. 1

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

In the Local Area Network (LAN) Settings window (Fig 2)

Click on:

Automatically Detect Settings

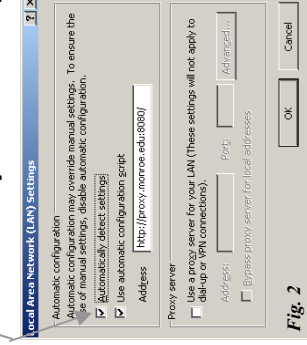
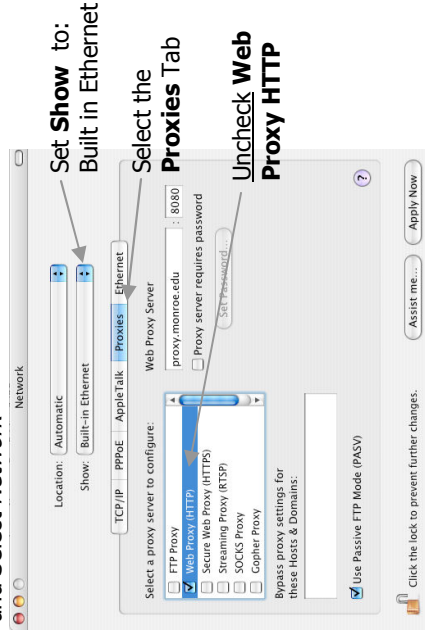


Fig. 2

Mac Users:

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



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

Pittsford Schools

PITTSFORD, NEW YORK 14534
<http://www.pittsfordschools.org/>

How to Care for Your Laptop A District Guide for Laptop Use

Need Help?
<http://pittsfordhelp/>

Revised 2006

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.

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.

















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.

Battery care & charging

- **Battery operation** length is **unique** to each model, obtain this information upon receipt of lap top.
- 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>

Glossary— universal laptop ports

	Modem Mac/PC	Attach phone line		Parallel port—PC	Direct connection for - printer, Zip drive
	10/100BASE-T/RJ45— Mac/PC	Network port		Serial 9 pin port— PC	
	FireWire 4 Link - Mac	For Digital peripherals Digital projectors, digital cameras		Headphones - Mac/ PC	
	FireWire 1394 - PC			AC power port— Mac/PC	Attach power brick for electrical outlet use
	USB- Mac/PC— multiple	Plug in printers, cameras, memory sticks		SVGA adapter Mac	Mac adapter for PC monitor hook up
	Monitor Out - Mac (comes with display adapter)	Hooks to SVGA adapter for monitor hook up		Track stick / pointer—PC	Directional for mouse cursor
	SVGA monitor port—PC	Direct connection for external PC monitor		Touch Pad—Mac/ PC. Right & left mouse buttons above and below pad—PC	Touch sensitive directional for mouse cursor. Click Right & left buttons for R & L mouse button control only
	DVI port—Mac	Connection to monitor instead of SVGA			
	S-Video	Attach to audio visual equipment - VCR			