# MacKillop Catholic College

## Computer Help Articles

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# Internet

## Using the Internet at School and Home:

Your laptop comes with 4 different browsers installed, Internet Explorer, Mozilla Firefox, Google Chrome, and Safari. Because Safari is often the best browser for accessing the school Wiki's, it is suggested that you use Safari only at school. If you have internet at home that you wish to use with the laptop, you need to make a choice as to which browser/s you will use at school and which ones you will use at home. Certain settings (proxy settings) must be present to be able to use the browser at school though. Both Internet Explorer and Google Chrome use the same settings, while Firefox can be configured separately. As such we recommend that you use Internet Explorer and Chrome at school, and Firefox at home.
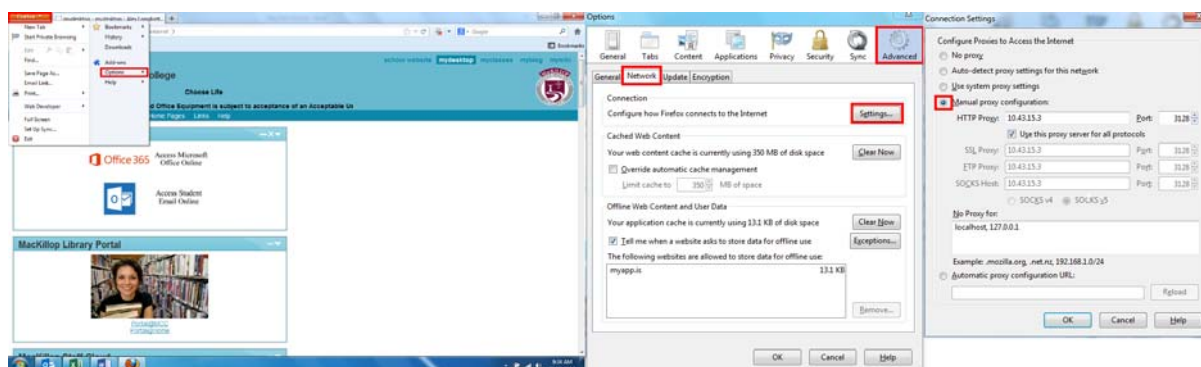
To change the proxy settings in each browser:

**Internet Explorer/Google Chrome:**
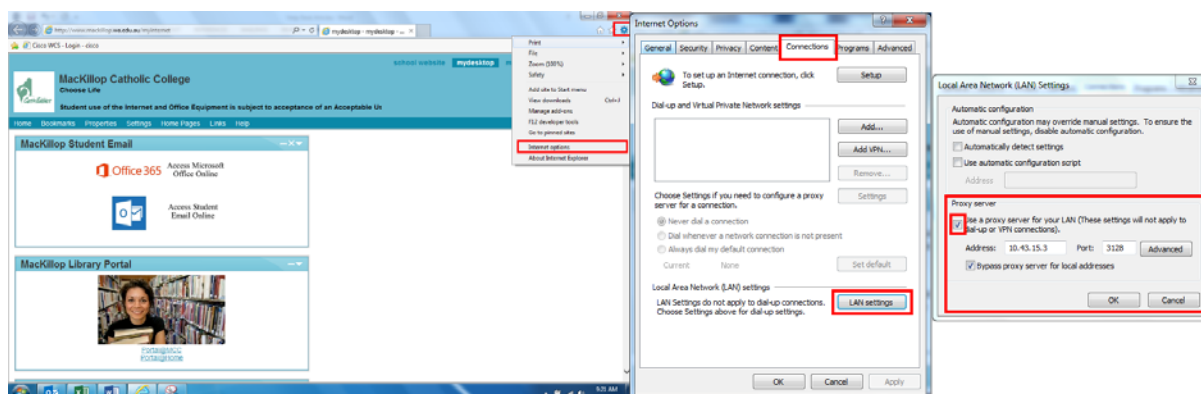


(Zoom in on picture if needed.)

If using Internet Explorer and Google Chrome at school, make sure the highlighted checkbox in the final image is checked. If using them at home, uncheck it. All other settings should be identical.

**Mozilla Firefox:**



(Zoom in on picture if needed.)

If you are using Mozilla Firefox at school, make sure the Manual Proxy Configuration circle is checked, and all the above details are filled in. If using it at home, simply check the No Proxy circle.

## Connecting to Your Home Internet:

When you are at home, you can connect to your home internet. To do so:

Down the bottom right of your screen you will see 5 little signal bars with a gold coloured asterisk in front of them. Clicking on this icon will open up a list of all the wireless internet connections available in that area. If you have wireless internet, you should see it in the list. Click on it and click connect, then put in the password if prompted.



You should now be connected to your home internet and can browse the web with the browser you chose above.

# School

## Where To Save Your Files:

School work should be saved locally to your computer, preferably to a folder on your desktop. This makes it easy to access your files should you be at school, home or anywhere else.

Since you also have your own Office 365 account (tied to your new email address), you are automatically granted 7GB of online storage through SkyDrive. This space can be accessed from anywhere with internet access, and you can store any kind of file on there. This will be covered in "Using Office 365".

## Backing Up Your Files:

It is important to periodically back up any important files. Hopefully, you have already been guided through the process of setting up an automatic backup to the school's servers. On top of this, you can also manually upload files to your SkyDrive and backup to external hard drives, etc. at home.

It is crucial that you have some form of backup for your school work. If you have not organised a backup and you lose an important document, the fault is your own. However, you should have set up your computer to back-up your work to the school's servers daily (guided by an IT staff member). Provided you follow the instructions correctly, and save your work to the right location, there should be a daily backup of your work.

## How to Access Files and Email from Home:

Provided you save your work to your computer, you will still have access to that when you take the computer home. You can also manually upload it to your SkyDrive (explained in "Using Office 365"), or even keep a copy on a USB stick, etc.

You will also have access to your email from home, meaning you will be able to email teachers, other students, or even yourself. You can use this to hand in work, collaborate on something, or email work to yourself if necessary. This will also be explained in "Using Office 365".

## Using Office 365:

Office 365 is a new Microsoft product being used by the school. Each student is given their own email address, along with 7GB of SkyDrive storage space and other benefits. By now, you should have received your email address and a temporary password which you should have changed. You can always access your Office 365 account with the link below:

https://portal.microsoftonline.com/

Once you have signed in, you will see both Outlook and SkyDrive link near the top-right. Outlook will take you to your email inbox, while SkyDrive will take you to your storage space. SkyDrive may take about 15 minutes to set-up, so you may have to wait a while.

To use Outlook, follow the instructions below:

1. Sign in to your **Office 365** account using the link above.
2. You will now be at your Office 365 Welcome Screen. Up the top, click the "Outlook" button. Select your language (English Australia) and time zone (+8:00 Perth) and click save.



3. You will now be in your inbox, and can email away.

Similarly, in order to use **SkyDrive**, follow the steps below:

1. Sign in to your Office 365 account using the link above.
2. You will now be at your Office 365 Welcome Screen. Up the top click the "SkyDrive" button. You will then have to wait a while as Microsoft prepares your space.
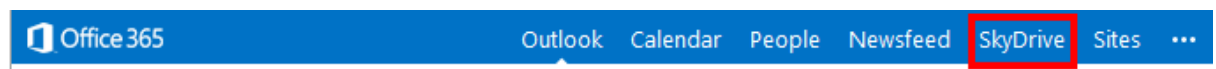


3. Once that is done, you will be able to use your SkyDrive to upload files, etc.

## Flat Laptops:

It is your own responsibility to charge your laptop each night, to ensure it is fully charged for school. Charging the laptops at school will not be allowed, so if your laptop goes flat, you will have to go to the IT Office to be given a temporary replacement. Your laptop will then be put on charge, and you will be told to come back later to swap them over.

# For Parents

## Admin Account:

Each computer comes with an Administrator account intended for parental use. This account has full access to the computer, and so it is recommended your child is not given the details to it. Instructions on how to log in can be found below.

In order to log on to the Admin account, you will need the Admin credentials given to you in the package you received when you signed the lease. These credentials should be in the format of:

**Username:** ###XPS13\Admin

**Password:** #####

To log on, go to the log on screen of the computer (where it says "Press CTRL + ALT + DELETE to log on"), and press those keys. Click "Switch User", then click the "Other User" box. You will now be at the login screen and can enter the credentials given to you.

If you ever forget your username, you can always find it again by clicking the "How do I log on to another domain?" link at the log in screen. This will tell you the machine name, in the form of "###XPS13\". All you need to do is add "Admin" at the end of that to get "###XPS13\Admin".
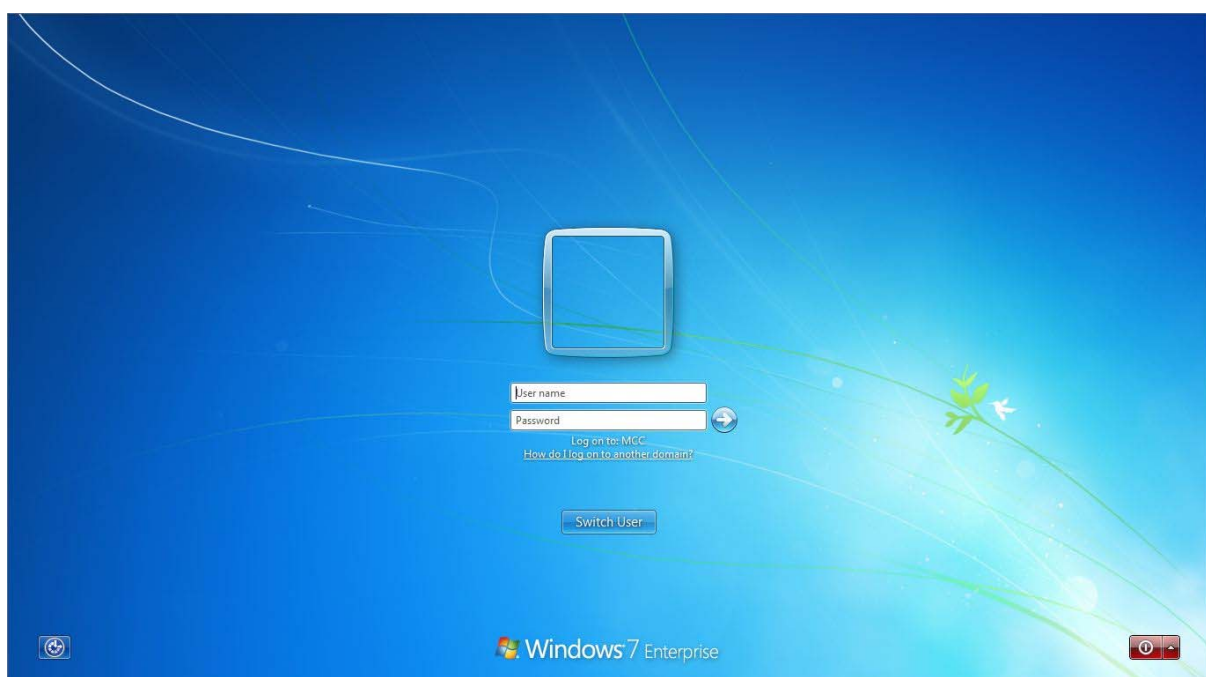
## Changing the Admin Password:

Now that you have logged on to the Admin account, it is a good idea to change the Admin password. To do so, press "CTRL + ALT + DELETE", and you will see a number of options. Choose "Change a password…", then enter the old password (the one given to you), and enter a new password, twice. Press enter and it will change your password.
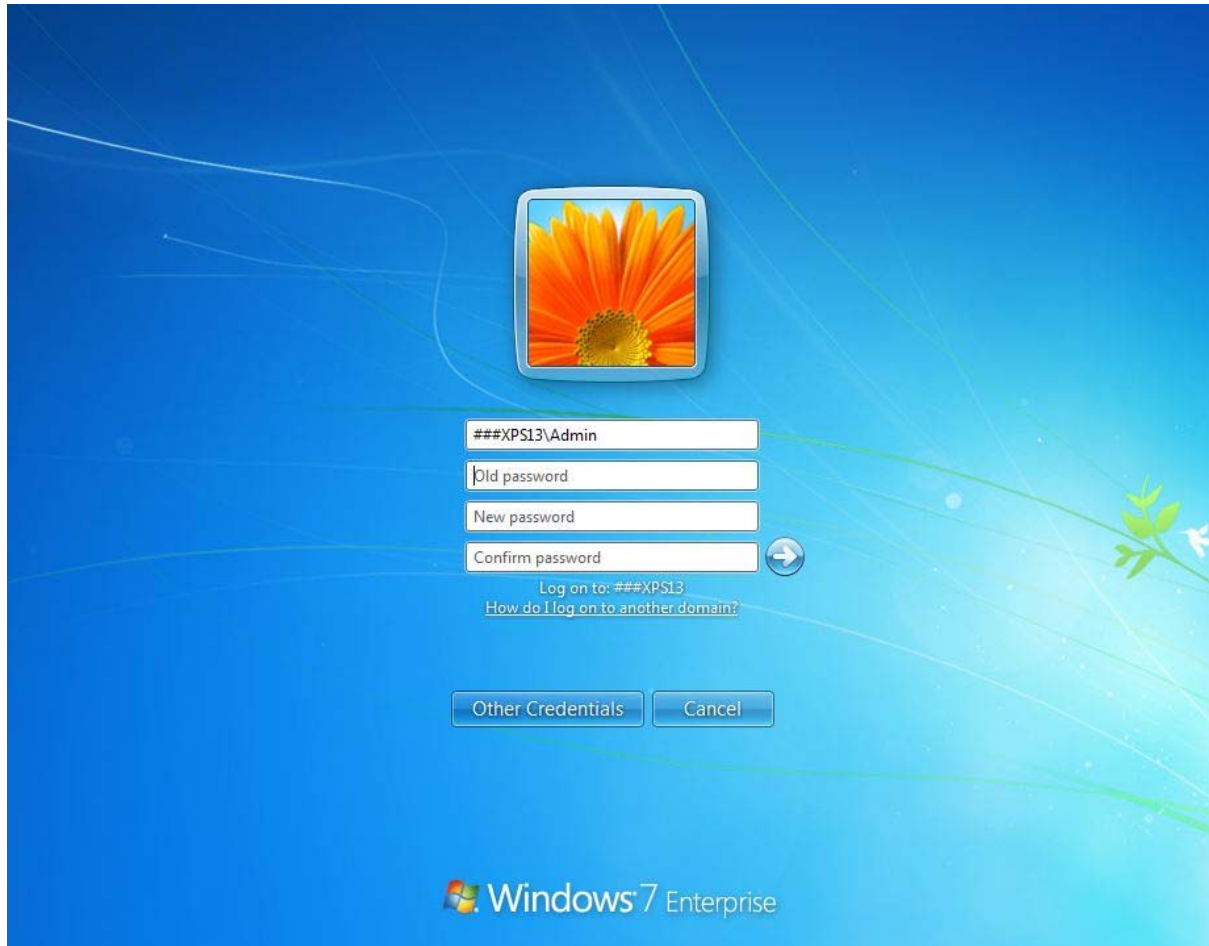


## Protecting Your Computer:

All of the computers come with McAfee installed on them. McAfee is a security client that includes AntiVirus, AntiMalware and internet security. However, it does not include internet filtering to block sites deemed unsuitable for children. A number of options for filtering will be provided in "Internet Filtering".

McAfee has the ability to scan the computer for any malicious files or software. To run a scan of the computer, follow these steps.

1. Open the Start menu, click all programs, and scroll down the list to McAfee. Click it, and the folder will expand to show some more entries.
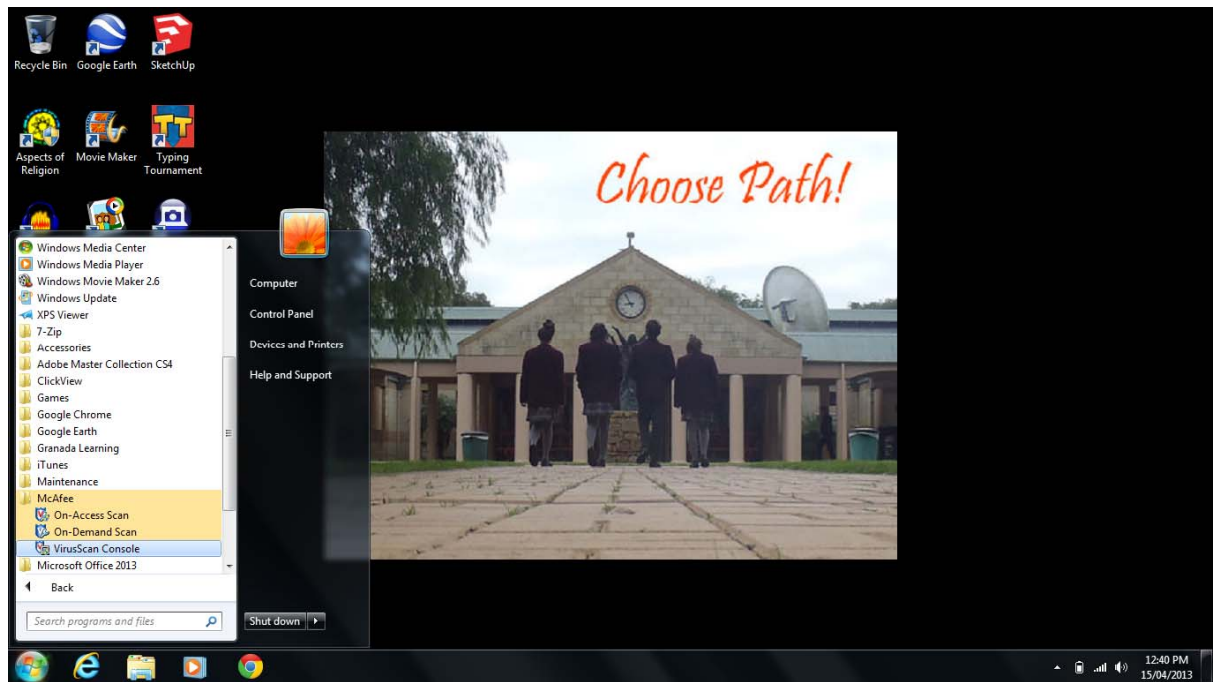
2. Click the "On-Demand Scan" entry and the program will start up.
3. Click the "Start" button on the right hand side.
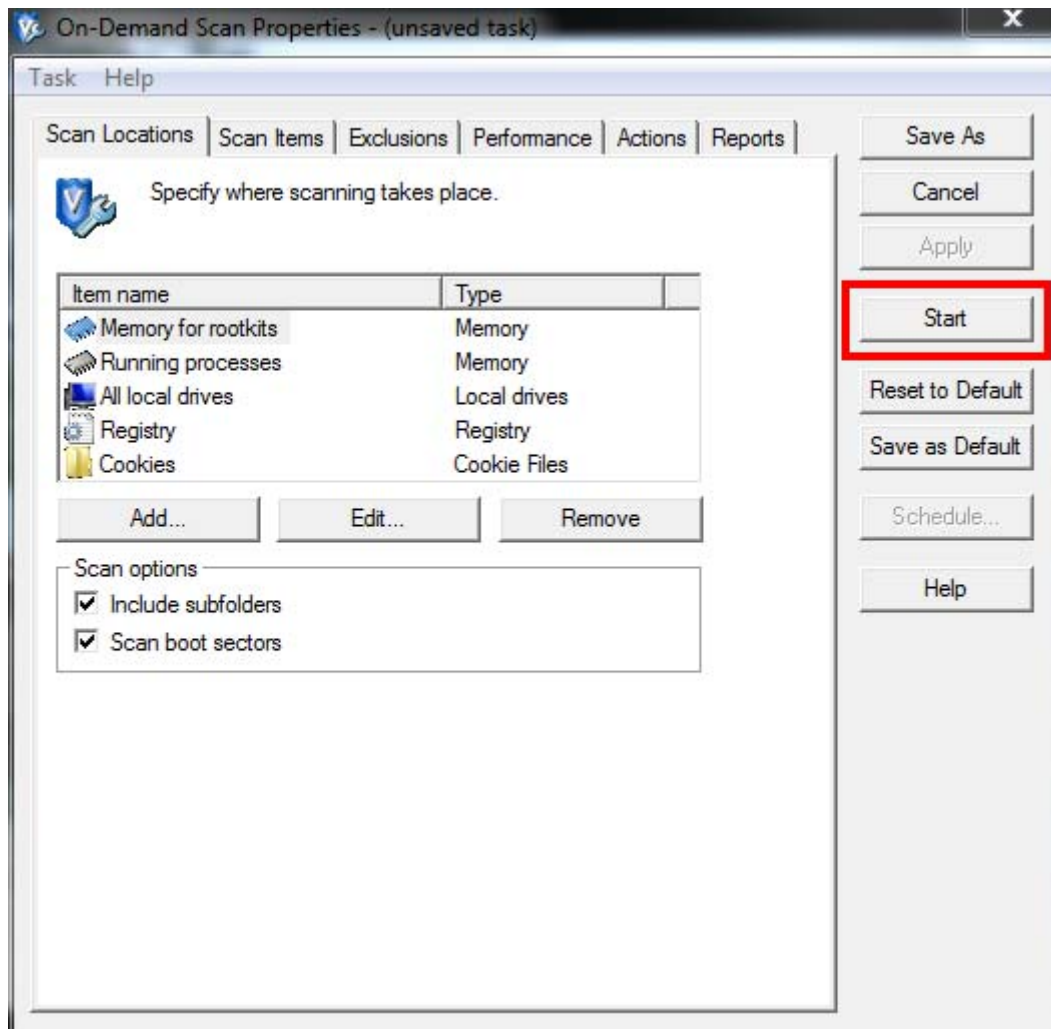
4. McAfee will then run a scan of your computer and notify you if it finds anything malicious.

## Internet Filtering:

The main focus should always be on parent supervision, and we recommend only allowing internet access in family areas where you can monitor what your child is viewing. This includes iPod's and phones being used in bedroom areas. We recommend leaving these in a family area over night to charge. Internet filtering can be used as a secondary level of security though.

Internet filtering is blocking certain sites for users, such as games, Facebook, YouTube, and explicit content. The school has its own filtering system in place, however this will not take effect when the student is using the computer at home. If you feel you would like to put a filtering system in place (which is recommended), you can find some suggestions below.

**Net Nanny** – **Price:** $39.99 per year.

**Qustodio** – **Price:** Free

**Norton Family** – **Price:** Free

**Microsoft Family Safety** – **Price:** Free (Part of the Windows Live Essentials package).

**K9 Web Protection** – **Price: Free**

# Warranty

## What Do I Do If I Damage My Computer?:

If, at any time over your three-year lease, you damage the computer, whether that be by dropping it, spilling water on it, sitting on it, etc., the first thing you need to do is take it to the IT Office.  You will be given a loan laptop to use while your own is booked for repair or replacement.

## Help! My Computer Stopped Working!:

If your computer suddenly stops working, simply bring it in to the IT Office, where the IT Staff will attempt to solve the issue.