

Netbook student deployment Check list

1. Verify that the student's laptop and serial number are correct. If you are missing any laptops you need to contact Pam Hecker (phecker@rsu14.org) Extension 146
2. Make sure that the student takes the time to label their machines by placing a nametag under the plastic slider found in the battery (you need to remove the battery to get access to it).



3. Make sure all the students can log in using their username and password. Any issue should also be reported to Pam Hecker. Please keep the student password list secure.
4. Explain to the student that they will be saving all their files to a folder on their desktop called Student Data. This is a network drive so all their files are automatically saved to the network. When they are off the network they will still have access to their files.
5. The folder on the desktop labeled "Dell Netbook Programs Shortcut" contains all the programs that they have access to. If they use the Start → All Programs to display the program it will list many programs that they don't have permissions to access.
6. Since there is no Microsoft Office installed on these laptops the student will need to use Open Office for Word Processing, spreadsheets and presentations
7. The students need to verify that they can get into their Google App Calendar account. This link is also found under their "Favorites" in Internet Explorer.
<https://calendar.google.com/a/rsu14.org> . They login using their same username and password that they used for their computer login.
8. Windows 7 is the operating system on the laptop if you have some students that are not familiar with Windows 7 and there is time left in homeroom they can view this short 4 minute tutorial that explains some of the new features. <http://windows.microsoft.com/en-US/windows7/help/getting-started>
9. More resources are found on the High School Web page under the menu item "For Students" in "Netbook Resources"
http://www.windhamraymondschools.org/wsd_hs/netbook_resources

Helpful information – We are going to ask students not to put stickers or write on their notebooks. With the new durable surface, it will be difficult to clean the notebooks and get stickers and writing off. We will ask also the kids to transport their notebooks in the bags to protect them from any damage. We will be asking you to do a monthly check in advisory to compare your list of serial numbers with the laptops the students have to be sure each student still has their own computer.