


DELL SETUP

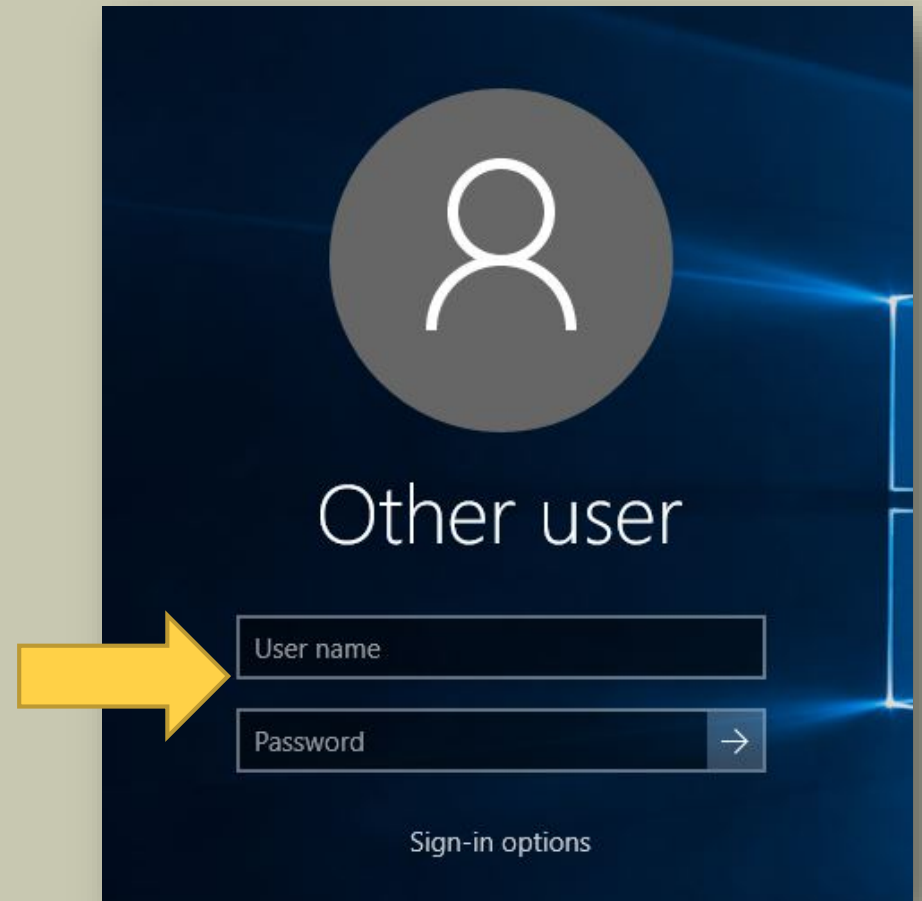
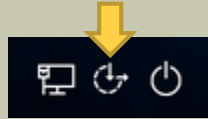


DELL COMPUTERS AT PAUL D. WEST

- FCS provides devices for all students to provide access to educational technology and learning resources
- Devices are checked out to students with signed agreements
- Devices are checked periodically for the best care. Spot checks will be made for chargers.
- Devices will be turned back in at the end of each semester/year.
- All students will use devices to access resources, communicate, submit work, complete assignments, and increase efficiency as required by teachers.
- The Dell is provided as a learning tool for students

LOGIN

- Swipe up
- Tap Other User
- Tap  in the bottom right corner to connect to the FCSSTUDENTS wireless
 - If prompted, enter your username and password.
 - **Username:** studentid#
 - **Password:** mmddyyyy (your birthday)
- Enter the same username and password info to sign in to the DELL
 - If it says fcboe below the sign in options, you will need to enter **fcboestu** before your student id# in the username box



INTERACTING WITH THE DELL- INPUT OPTIONS

- Touchpad- You can
 - Click, double click, and right click
- Use your finger on the pad
 - Tap to select
 - Touch and hold to right click

PDW LAPTOP 1:1 PROGRAM

Our Purpose: The focus of the Laptop program at Paul D. West School is to provide tools and resources to the 21st Century Learner. The individual use of Laptops is a way to empower students to personalize their education as it transforms their teacher from a director of learning to a facilitator of learning. With personalized learning, all students will learn to their full potential.

We will review the PDW expectations on the next few slides.

PDW LAPTOP 1:1 -

Guidelines

Being Safe

Being Respectable

Being Responsible

Being safe with my Laptop means that:

- 1. I will use my school's Laptop in a safe, legal, ethical, and responsible manner. I will not do anything with my school's Laptop that impacts anyone else's happiness, safety, or privacy.**
- 2. I will keep my personal information private and will not share my birthday, social security number, address, or phone number(s).**
- 3. I understand that passwords are private for my protection and I will be responsible with all of my passwords. I will not share my password with anyone except my school personnel and my parents/guardians.**
- 4. When using the Internet, I will only visit appropriate website and engage in appropriate activities/communications.
Guiding rule: Anything you feel you need to hide from a parent or teacher should not be created, accessed, or reproduced. If I do come across something that I feel is not appropriate I will tell an adult immediately.**
- 5. I will keep food and liquids away from my school's Laptop. I will not place decorations (such as stickers, drawing, etc.) on my school device. I will keep my school's device in the physical condition that it was given to me .**

Being Safe

Being Respectable

Being Responsible

Being Respectable with my Laptop means that:

1. I will treat others with respect. When communicating with others, I will use appropriate language and images. I will not read, alter, or delete the files of others without their permission.
2. I understand that the school's Laptop is issued to me for my use, but is the property of Fulton County Public School District. I realize that district staff may inspect the school's Laptop at any time.
3. I will use my school's Laptop according to the school's designated device zones. I will follow behavior expectations while transitioning and in the hallway at all times.
4. I will notify a parent/guardian, teacher, or school staff member immediately in the event of damage, theft, vandalism, or if I become aware of any technology problems or violations.
5. If my school's Laptop is damaged, a determination of restitution will be made on a case-by-case basis. This could include community service or making other arrangements. Accidents versus willful destruction will be taken into consideration.

Being Safe

Being Respectable

Being Responsible

Being Responsible with my Laptop means that:

1. I understand that the school's Laptop has been issued to me for my educational use. I will be responsible for what happens on my school laptop at all times and will be aware of this if others are using the school laptop.
2. I will demonstrate that I can use the school Laptop appropriately at school and home.
3. I will represent myself honestly and never login as another user.
4. I will credit my sources appropriately.
5. I will make sure that my school Laptop is ready for learning at the start of every day, including being fully charged.

PDW LAPTOP 1:1 -

Guidelines

Being Safe

Being Respectable

Being Responsible

Being Responsible with my Laptop means that:

6. I will not erase or evade the browser history on my device. I will be honest in my browsing history at all times.
7. All content, accounts and data on my school Laptop must adhere to the school's Responsible Use of Electronic Resource & Internet Policy. This includes pictures, websites, games and music - it must all be appropriate for school use.
8. I will be mindful of the school Laptop when in public spaces and keep it safe. This includes while in my backpack, on school buses, etc.
9. I agree to return the school Laptop, power cord, and other school Laptop components/accessories assigned to me in working condition at the end of the school year, if I am transferring schools, and any other time requested.

PDW LAPTOP GUIDELINES

Refer to PDW General Guidelines for Laptop Use at this time.

Read through the entire document. Students should keep this document in their binder.

PDW LAPTOP GENERAL PROTOCOLS



ALL LAPTOPS should be charged every night at home.

Students should not bring charger to school.

PDW LAPTOP GENERAL PROTOCOLS

- **Hallway**: in sleeves, carried in school supplied bag
- **Before School**: You are allowed to use your Laptop before school in gym & cafeteria (as long as you are not eating breakfast).



PDW LAPTOP GENERAL PROTOCOLS

- **LUNCH**: will be securely locked in your teacher's classroom. You cannot bring your laptop to lunch/break.

PDW LAPTOP GENERAL PROTOCOLS

Drills: laptop will be securely left in your teacher's classroom. Do not bring your ipad outside or to drill location.

PDW LAPTOP GENERAL PROTOCOLS

**In case of damage
and/or lost laptop:**

Immediately report any damage or lost ipad to
the the Media Center. (Please bring a pass.)

OUTLOOK EMAIL

- You have an email address with your Office 365 for Business account
 - Intended for faculty to student communication
 - Student to student communication through Outlook is turned off





SETUP OUTLOOK EMAIL

- Open **Outlook 2016**. Tap **Next** on the Welcome screen.
- Tap **Yes** to connect to an email account. Tap **Next**.
- Your email address should show: **username@fultonschools.org**. Tap **Next**.
- Once it has finished configuring, enter your Fulton password. Check the box **Remember My Credentials**
- Tap **Finish**
- It will take a couple minutes for Outlook to finish preparing.
- Tap **Use Recommended Settings**. Tap **Accept**.
- On the **Activate Office** screen, enter your email address again. Enter your password.

INTRO TO OFFICE 365

- 1. Please do not jump ahead – Office for Fulton students is very specific!**

OFFICE 365- MICROSOFT OFFICE IN THE CLOUD

- You have been provided with an **Office 365 for Business** account by FCS.
 - Access to OneDrive for Business cloud storage
 - Access to Office (Word, Excel, and PowerPoint) online
 - You can access this from any device with Internet



OFFICE 365- MICROSOFT OFFICE IN THE CLOUD

- Login to Office 365 online:
- Go to **portal.office.com**
 - Username for students:
yourstudentstudentid@fcstu.org
 - Password: Fulton password (birthday)



ONEDRIVE

1 TB OF STORAGE

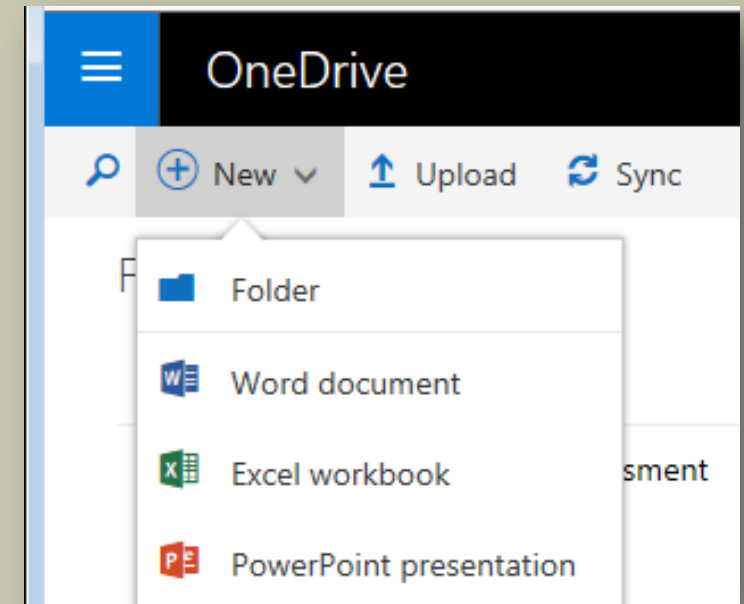
- Once logged into Office 365 click the **OneDrive** icon.
- Cloud file storage platform
- Collaborate with students and teachers by sharing files/folders
- 1 terabyte of storage
- This is where you should save all of your files/work.
 - Surface doesn't have a lot of local storage



ONEDRIVE

1 TB OF STORAGE

- In OneDrive:
- Click **New**
 - Notice you can create new Word, Excel, PowerPoint files online.
- Click **Upload**
 - This allows you to add existing files to your OneDrive
- Click **Share**
 - You can search by name or enter email



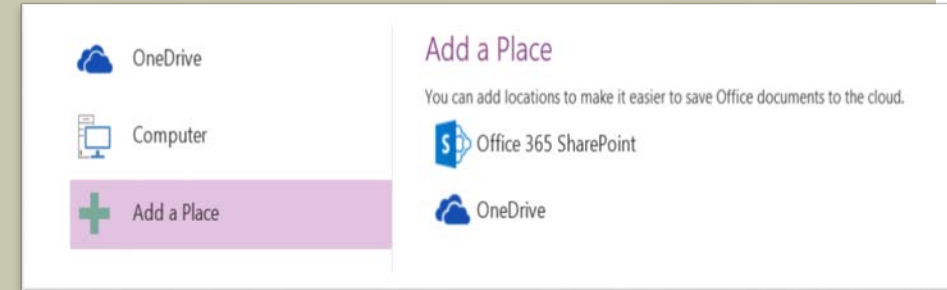
CREATING DOCUMENTS IN THE DESKTOP VERSION: WORD, EXCEL, & POWERPOINT

- You can use Microsoft Office online or the desktop version installed on the Dell. If you use the desktop versions, you can save to your OneDrive account.
- Let's Practice
 - Open Microsoft Word from All Apps. You may be prompted to tap Next a couple times. There is a Tour that can be viewed later. If there is time, students can view the tour or tap No Thanks.
 - Create a blank document.

CREATING DOCUMENTS IN THE DESKTOP VERSION:

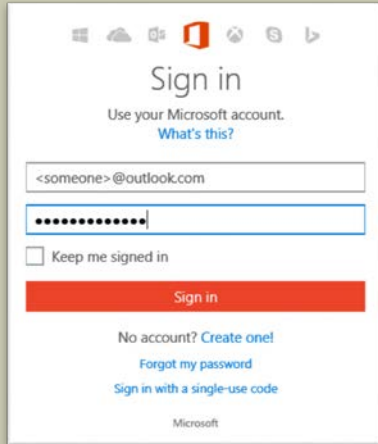
WORD, EXCEL, & POWERPOINT

- Tap **File** → **Save As**
- Should see **OneDrive-Fulton County Schools**.
 - If **OneDrive-Fulton County Schools** does not show, click **Add a Place**.
 - Select **Office 365 SharePoint**.
 - Enter your Fulton email address and password.
- Do not try to save to **OneDrive** – always use **OneDrive- Fulton County Schools**.
 - Plain **OneDrive** is a personal Microsoft service and not your Fulton OneDrive account.



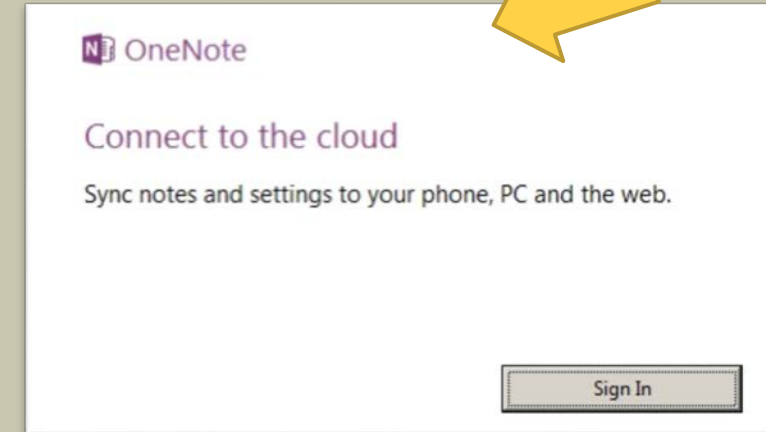
ONENOTE 2017 SETUP

ONENOTE IS A GREAT APP TO KEEP A DIGITAL BINDER.



If that doesn't work, click the grey **Sign In** button. Then close the Sign in screen. You will NOT sign in on this screen. It is looking for a personal Microsoft account.

You should be signed in to OneNote if you setup email correctly. Verify that your name is displayed at the top right. If not, click **Sign in** at the top right corner and enter your Fulton credentials.



CHARGING THE DELL

- Tap the battery icon to show how much battery life is left.
- Shut down the computer at the end of each day.
 - Tap Windows button → Power → Shut Down (it may say Update and Shut down).
- Allow 2-4 hours to fully charge the device.
- If the DELL battery is drained, you'll need to charge it for a few minutes (could take up to 10 min.) before it'll turn on.



SAVING BATTERY LIFE

- Make your battery life last:
 - Power all the way down between classes or when not using
 - Use airplane mode
 - Turn down screen brightness
 - Use Edge browser
 - Use the charger provided (made for Surface)



PANTHERTECH

- PANTHERtech: group of MSA students serving as technology advocates
- Follow these steps until problem is solved:
 1. Ask your teacher or a peer
 2. Check the FAQs or tips & tutorials on the PANTHERtech website
 3. Complete a help request online or visit help desk in media center
- Help desk is open:
 - Everyday during zero and 3rd periods
 - Tuesdays & Thursdays (before and after school)

Panthertech works with the METI, Vanguard and our school IT Specialist to address technology needs.

DEVICE PROBLEMS

- If there is a problem with your device or charger
 - Broken
 - Lost/stolen
 - Not working
- You must report to the Kiosk in the Media Center directly to address repairs or replacements
- We will hold monthly equipment checks to ensure you have all your equipment and its working properly



REMINDERS

- Follow the device agreement
- Keep your device in your possession at all times
- Charge your DELL each night
 - Create a reminder on your phone to help you remember
- Follow your class rules regarding computer use each day
- Use it for school-related purposes
- Keep it in its protective case
 - No decorations on case!
- Enjoy it!

DEVICE-CLASSROOM EXPECTATIONS

How to use your
device
appropriately



THE “NON-NEGOTIABLES”

- Bring your device to school **fully charged** each day
- Keep secondary devices (phones, personal tablets, etc.) off the school network
 - Reserve network space for Surface tablets
- Use your device as each teacher instructs:
 - Red: powered down and stored
 - Yellow: wait for teacher instructions
 - Green: use device as instructed by teacher

EXPECTED BEHAVIOR

- Please avoid the following behaviors:
 - Classroom disruptions
 - Interrupting learning
 - Device not charged or forgetting device
 - Off task (including on apps/websites not on task)
 - Cyberbullying or harassment of any form
 - Plagiarism
 - Vandalism
 - Stickering/decorating the device
 - Damaging the device or any accessories
- Any student not adhering to these expectations will be addressed according to FCS and PDW code of Conduct.

LEARNING DEVICES

- The Dell Device is a learning tool
 - Access online resources (videos, tutorials, homework, etc.)
 - Going digital saves paper and can help with efficiency (notes, notebooks, classwork, research)
 - Collaborate with Office 365 with classmates and teachers
 - Share files in OneDrive by Fulton email address
 - Access your learning material from any location with Internet when saving to OneDrive
 - There is very little local storage on the device. You should save all of your work in OneDrive.

■ **SAVE ALL OF YOUR WORK IN
ONEDRIVE**

OVERVIEW

- Devices are learning tools
- Much like a textbook, they belong to FCS and are checked out to your care
- Use your devices to enhance your learning
- Never leave your device out of your sight
- Keep in its protective case
- Set up a charging station at home to use nightly

FLOCABULARY

Digital Citizenship
Lesson



FLOCABULARY -OVERSHARING

- Flocabulary
- <https://www.commonsensemedia.org/videos/oversharing-think-before-you-post>