KING'S ACADEMY
LAPTOP HANDBOOK
2018 - 2019

Table of Contents

King's Academy 1:1 Laptop Program

The goal of the 1:1 laptop program at King's Academy is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer.

The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking.

Learning results from the continuous dynamic interaction among students, faculty, parents and the extended community. Technology integration does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all laptops used by students on campus (both personal and school-issued). Teachers may set additional requirements for technology use in their classroom.

Some of the highlights of Technology Use at King's Academy

1:1 Learning Environment

King's Academy 1:1 Laptop Program and the state-of-the-art campus infrastructure with campus-wide wireless network provides every student and faculty member with access to learning anytime, anywhere. The laptops provide students with the means to engage in active learning by using the tools that they need in their current and future lives. In most classes, students are required to use their laptops to complete and submit them either electronically on Alkhaznehg.

Blended/Online learning

Our faculty are shifting to online instructional delivery and digital content creation to boost learning and prepare students for college and citizenship. King's Academy provides ubiquitous access to technology through the 1:1 Laptop program, campus-wide wireless access, and a relaxed cell phone policy, which allows students to carry cell phones and use them in classes when permitted by the teacher. Many teachers also use the blended learning model whereby students learn in part through online delivery of content and instruction, with some elements of student control over time, place, path, and/or pace. Several faculty members use the flipped classroom model where students learn through teacher-created video lessons and other available online resources provided through the learning management system.

Students also take full online courses offered through the Global Online Academy (GOA), which was founded in 2011 by a consortium of leading independent schools across the United States and King's Academy.

King's Academy Provided Laptops

School Loaner Laptops

Descriptions of the physical features of each model of laptop are provided in section 16 of this handbook.

Manufacturer	Lenovo	Lenovo	Lenovo	Lenovo	Dell
Laptop Type	Ultrabook	Ultrabook	Ultrabook	Ultrabook	Ultrabook
Model Number	Yoga 260	Yoga 12	X1 Carbon	Yoga 380	Lattitude 6430u
Operating System	Win 10	Win 10	Win 10	Win 10	Win 10
Processor	Intel Core i7	Intel Core i7	Intel Core i5	Intel Core i7	Intel Core i5
Storage	256 GB SSD	256 GB SSD	128 GB SSD	256 GB SSD	128 GB SSD
Memory	8 GB	8 GB	4 GB	8 GB	4 GB
Screen Size	12.5 inch	12.5 inch	14.0 inch	13.3 inch	14.0 inch
Battery Life	6 hr	6 hr	6 hr	6 hr	6hr
Year of Purchase	2016	2015	2014	2018	2013

Laptop Identification

School loaner laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number

- King's Academy network username and password

- User identification sticker on bottom of laptop

Receiving Loaner Laptop

Loaner laptops will be distributed to students at the beginning of the school year during "*Laptop Orientation.*" **Parents & students must sign and return the <u>Laptop Receipt</u> and the <u>Responsible Use Policy</u> documents before the laptop can be issued.** The Laptop Receipt outlines detail information about the device issued to the student or BYOD declaration. Please review the Laptop Receipt included in this handbook(see Appendix _____).

School-owned laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at King's Academy.

Loaner Laptop Check-in

Loaner laptops will be returned to the IT Helpdesk during final checkout on the last week of school. If a student transfers out of King's Academy during the school year, the laptop will be returned at that time.

Check-in Fines

If School's laptop and/or sleeve (or bag) has been damaged, defaced, or lost, you will be fined respectively for the damage at the end of the year during student laptop check-in or when checking out to transfer to another school. See Cost of Repairs on page 6.

Individual school laptop computers and accessories must be returned to the ET Helpdesk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at King's for any other reason must return their individual school laptop computer on the date of termination. If a student fails to return the computer at the end of the school year or upon termination of enrollment at King's, that student will be charged full cost of the laptop.

Sample of a Laptop Receipt

I ---------------------------- Class of (---------) acknowledge that I have received the following equipment from King's Academy; the equipment was received in the condition as described below.

King's Academy will provide basic on-site support for these computers. No user should attempt to repair any problem on his/ her own as this may void the warranty.

When a user encounters problems with a computer it must be taken to the Educational Technology HelpDesk, If the problem can be repaired quickly, the user can have it back. If a problem requires significant time to address, the user may be issued another computer as loaner device. This computer may not be the same model as the one originally issued to the user. When the user's computer is repaired he/ she will be notified and will need to come to the Educational Technology HelpDesk to exchange laptops. Files saved on the laptop may not be backed up automatically and will remain the responsibility of the user to backup.

This Device is covered by a manufacturer warranty. However, some kinds of damage, especially damage deemed intentional or excessive, will not be covered under these policies. The user's should incur the laptop any such non-covered damage <u>owing to negligence,</u> he /she will be responsible for the costs of repair or replacement of this computer.

If the computer is lost or stolen, users will be required to pay the full cost of the laptop. All theft must be reported immediately to Educational Technology HelpDesk, public safety (if on campus).

Quantity	Device Type	Serial Number
	Laptop	
	Charger	
	Carrying Case	

Name:_____ Signature:_____ DATE:

……………………………………………………………………………………………………….

Bring Your Own Device Option:

☐ I do not need the school-issued laptop at this time. Please note the school responsible use policy will apply even if you bring your own device.

I acknowledge that I don't need the school-issued laptop and I understand that if I ask for it later during the year, it will take minimum one week to prepare.

Print Your Name Here:_____ Signature:_____

Laptop Protection Plan

King's Academy recognizes that there is a need to protect the laptop computers in our one-one laptop program by both the Academy and the Student/Parent. The following outlines various areas of protection: warranty, accidental damage protection and insurance for different laptops issued to our students.

Manufacturer's Warranty: The manufacturer warranty protects the laptops from defects in materials and workmanship. All laptops at the academy are protected by a 4-year manufacturer warranty from the date of purchase.

Accidental Damage Protection:

All Tablet PCs (Lenovo) are also protected with an additional accidental damage warranty. This helps to protect the Tablet PCs against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. The manufacturer will assess the laptop damage and repairs and replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

Insurance for theft, loss or fire:

Laptops that are stolen, lost or damaged by fire are not covered by the manufacturer warranty or accidental damage protection outlines above. As part of Academy's insurance coverage, all laptops on campus are protected against theft, loss, or damage by fire. In case of theft, fire, or other criminal acts, a police report must be filed by the student or parent for protection coverage to taken place. A copy of the police report must be provided to the finance department.

Intentional Damages:

Students/Parents are responsible for full payment of intentional damages to the laptops. Warranty, Accidental Damage Protection, or insurance DOES NOT cover intentional damage of the laptops.

Loss of Data:

Please note that although the warranties and insurance provide protection in case of loss or damage, they cannot protect against lost data and time when repairs are necessary and computers need to be replaced. Therefore they should not be taken as a license to be irresponsible with the laptops. Repairs and replacement also cause an impact on others by increasing the cost of insurance, as well as reducing the number of loaners available.

Repairs to Laptop

Students are expected to have an operational laptop. If repairs are necessary on the laptop, students are expected to have their laptop inspected and pay necessary repair charges. While computers are undergoing service, another loaner will be provided but the loaner pool is not unlimited; thus it is important that students undertake the repair procedures as quickly as possible.

Students will be held partially responsible for ALL damage to their laptops including, but not limited to: broken screens, cracked plastic pieces, etc. Mechanical failure of hard drives/CPU/memory will be covered by the Academy. All student repair charges listed below are 15 percent of the actual part cost. Lost items, such as sleeves, bags, cords and batteries will be charged the actual replacement cost.

	Lenovo Yoga 260	Lenovo Yoga 12	Dell Latitude	Lenovo yoga 380
Main board	250	250	100	250
LCD screen	50	50	50	80
LCD back cover	65	65	50	65
Top cover	25	25	25	25
Base cover	25	25	25	25
Battery	40	40	40	40
Keyboard	20	20	20	20
Pen	65	65	_	65
Carrying case	15	15	15	15
Charger	45	45	45	45

Lost Laptop

If students lose their laptops, they are expected to report the loss as soon as possible to the ET Helpdesk and Public Safety if lost while on campus. If required, the Public Safety office will investigate further. If the laptop cannot be located another loaner will be provided until a new machine is purchased.

Softwares installed on school issued laptop

The software originally installed by the school must remain on the laptop in usable condition and be easily accessible at all times.

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Here is the list of Software installed on student laptops.

Name of Software	Version	Type
Microsoft Office	Professional plus 2016	Productivity
PrimoPDF	5.1.0.2	Productivity
Picasa	3.9.139	Graphics
Gimp	10.2	Graphics
Format Factory	3.6.0	Video/Screencast
Save Paper Widget	1.1	Utility
Audacity with LAME plugin	2.1.0	Audio
Photo Story 3	3.0	Graphics
GeoGebra	5.0.236	Mathematics
Sketchup 2018	18.0	3D Design
Logger Pro	3.185	Science
Java	8.0.18	Programming
Adobe Flash Player	30.0	Utility
VLC player	3.0.3	Video/Utility
Firefox	60.0.2	Browser
Internet Explorer	11.165	Browser
Google Chrome	68	Browser
iTunes	127.5	Media
7-Zip (64x edition)	15.0.9	Utility

WinRar Archiver		Utility
Microsoft Silverlight	5.1	Utility
Adobe Reader	18.011	Utility
Skype	7.41.101	Communication/Utility
XMind 2012SE	3.5.1	Concept mapping
Shockwaves	12.1	
Adobe CC	2018	Media & Graphics
Camtasia	9.1	Media

Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive and external drive for known viruses on boot up. The virus software will be updated from the network. The school's servers are also installed with virus protection software.

Additional Software

Students are NOT allowed to install extra software on their laptops without permission from the ET Department.

Inspection

Laptops are the property of the school and are loaned to the students free of charge. The ET Helpdesk and/or faculty can request a laptop inspection at any time. Random laptop inspections will be held periodically.

Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated by synchronizing. The school does not accept responsibility for the loss of any software or data deleted due to a re-format and re-image.

Software upgrades

Most of the updates including Windows updates, antivirus updates will be pushed automatically at regular intervals from our servers. Upgrade versions of licensed software are available from time to time. Students may be required to check visit helpdesk or seek assistance from the F1 Squad to install periodic updates.

3 *Bring Your Own Device Program(BYOD)*

In 2014 we started transition into Bring Your Own Device program. Grade 9 was the first at King's Academy to participate in the new program. This enables students to use their own laptops or other devices (if permitted by the faculty) as part of the educational experience to perform research, complete homework, and involve themselves in classroom activities. Students/parents may choose to use their existing laptops or purchase a new one provided the computers meet the listed minimum requirements

This is how BYOD being implemented.
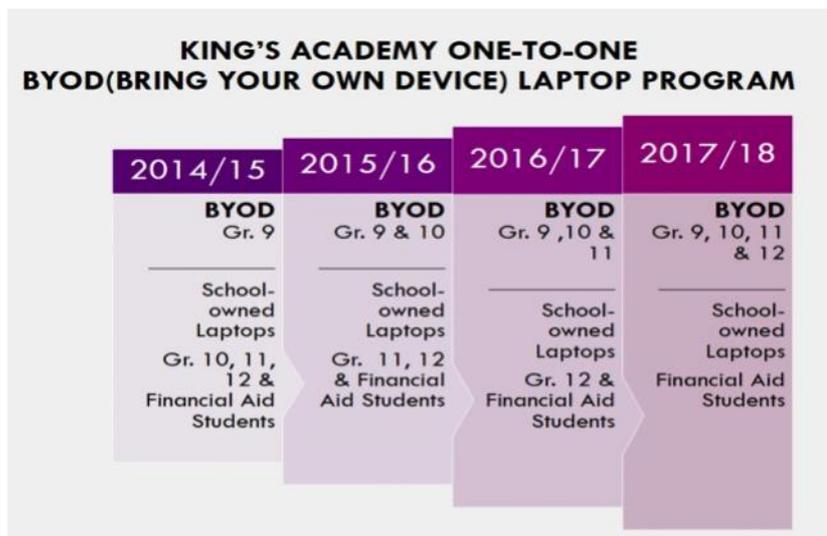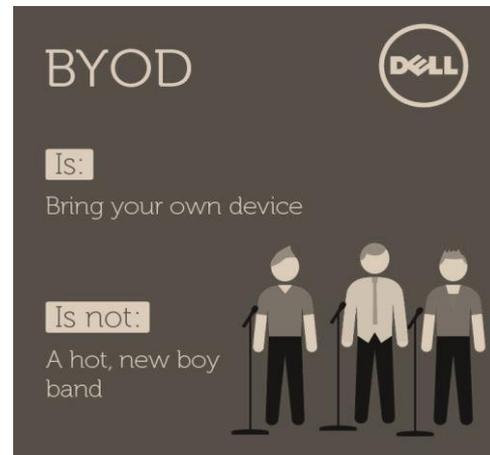
Minimum Hardware Requirements

Windows Laptops	Mac Laptops
Windows 8.1 or higher with anti-virus software	Macintosh OS X 10.13 or higher with anti-virus software
Intel Dual Core I3 processor	Any Intel-based Mac laptop
4 GB RAM	4 GB RAM
250 GB Hard Drive	250 GB Hard Drive
Long life 6-cell battery	Long life 6-cell battery

Supported Manufacturers

Laptops from these manufacturers are acceptable: **Sony, Dell, Toshiba, Lenovo, HP/Compaq and Apple**.

Warranty Recommendation

Making sure to buy the proper warranty coverage for your new computer is critical. Most manufacturers offer extended warranty coverage as well as what is referred to as "accidental damage protection". Accidental damage protection is usually offered separately from the standard extended warranty coverage. In all cases, it is best to research your warranty options carefully before making your final purchase.

Productivity Software(Required)

Every laptop must have a basic productivity suite that includes Word Processing, Presentations and Spreadsheets, such as Microsoft Office or Apple iWork (Mac only). **Microsoft Office365 for Windows and Mac is available for FREE from the Internet for King's Academy students.** See section 8 of this handbook for details.

Other Software

A full list of software needed for students at King's Academy is available at the Help Desk. Most of these are FREE and are available to download from the Internet.

Is it better to purchase PC or Mac?

The very short answer is that King's Academy supports both Windows and Mac platforms; and it is always recommended that you purchase the computer that fits your wants/needs for personal use as long as the hardware specifications fit King's Academy minimum requirements (which new computers do). In order to help you make your final purchase decision, our EdTech dept has compared the following major points between both platforms. Be aware that you may have other considerations specific to your wants/needs; however, the following major comparison points should give you a solid starting point.

Viruses / malware / spyware

This has been and continues to be a major concern for Windows users. While Windows 7 is much more secure than previous versions of Windows and Microsoft continues to make great strides in terms of security and protection, the Windows platform is still the target of the majority of viruses, malware, and spyware on the Internet.	Macs typically experience significantly fewer virus/malware/spyware-related problems. Regardless of platform, no system is totally immune from threats and King's still recommends that users take appropriate steps to protect their computer from virus/malware/spyware threats.

Coursework-related software (both platforms)

The majority of coursework across various classes can be completed using software available to both Windows and Mac platforms (i.e. Microsoft Office Suite for Windows and Mac). Many of the tools are also available online as cloud-based applications.

Perhaps the biggest advantage of a Mac, however, is that it is fully capable of running Windows as a second OS very easily.

Warranty considerations

Most PC manufacturers - especially those King's recommends purchasing from - offer standard and extended warranty coverage that cover both parts and labor for manufacturer defects. We also strongly recommends purchasing accidental-damage protection which covers accidents like liquid spills, drops, etc.	Apple offers - and King's strongly recommends purchasing - AppleCare protection plans for extended warranty coverage that covers both parts and labor for manufacturer defects. Apple does not offer any type of accidental-damage protection, so in the event of an accident, such as a liquid spill, drop, etc., the owner will be responsible for all parts and labor costs unless they purchase some type of third-party supplemental coverage.

Initial cost vs. longevity (both platforms)

The concept of "You get what you pay for" is very much true with regards to the PC market. You may find a fabulous deal on a computer at discount retail store, but find yourself looking for a new computer only a year later. If you purchase one of the King's-recommended brands/models (PC or Mac), your computer should last throughout your academic career.

Other notable advantages

|	
Selection/Custom Configuration Because there are so many different PC manufacturers, consumers have a huge variety of options across manufacturers, models, and configurations.	Simplified Selection Apple very clearly lists the models they sell and offers ways to customize your selected model such as upgrading the hard drive, memory, video card, processor, etc.

List of softwares for BYOD laptops

Name of Software	Version	Type
Microsoft Office	Professional plus 2016	Productivity
PrimoPDF	5.1.0.2	Productivity
Picasa	3.9.139	Graphics
Gimp	10.2	Graphics
Format Factory	3.6.0	Video/Screencast
Save Paper Widget	1.1	Utility
Audacity with LAME plugin	2.1.0	Audio
Photo Story 3	3.0	Graphics
GeoGebra	5.0.236	Mathematics
Sketchup 2018	18.0	3D Design
Logger Pro	3.185	Science
Java	8.0.18	Programming
Adobe Flash Player	30.0	Utility
VLC player	3.0.3	Video/Utility
Firefox	60.0.2	Browser
Internet Explorer	11.165	Browser
Google Chrome	68	Browser
iTunes	127.5	Media
7-Zip (64x edition)	15.0.9	Utility
WinRar Archiver		Utility
Microsoft Silverlight	5.1	Utility
Adobe Reader	18.011	Utility
Skype	7.41.101	Communication/Utility
XMind 2012SE	3.5.1	Concept mapping
Shockwaves	12.1	
Adobe CC	2018	Media & Graphics
Camtasia	9.1	Media

Installing Office 2016

| Office 365	How to Install Office On your Personal Device

Laptops issued by King's Academy will have pre-installed Microsoft Office applications on them. Faculty and Students can download and install Microsoft office applications on up to <u>five</u> devices for free.

1. Login to your King's Academy email account using any web browser and click on the small gear icon in the top-right corner of the web page and select **"Office 365 Settings"** from the dropdown menu that appears.
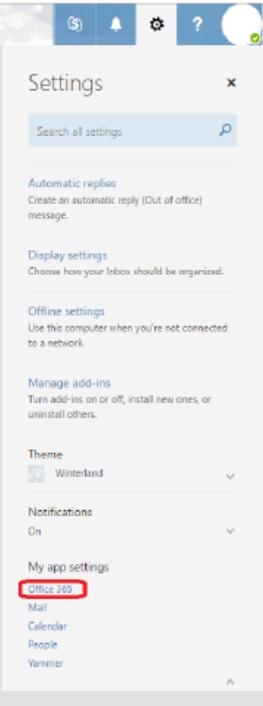
2. Once the page is loaded, click on the **"Install software"** link on the left, choose the version compatible with your operating system then click **"Install"**.
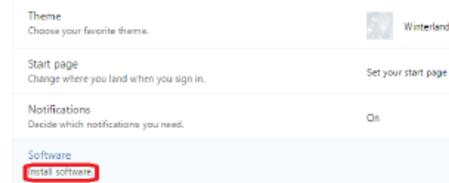
3. Follow the instructions to install office products on your device.

Note: when the software is installed you need to activate it by using your King's Academy email & password.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

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4   *Connecting to King's Academy Network*

King's Academy's ET department strive to keep our network up and running 99% of the time, in the rare case that the network is down, the school will not be responsible for lost or missing data, you can connect to King's Academy network using two methods:

School Owned Laptops:

If you are using a school-owned laptop, you will be able to connect to the network once you log on to the laptop using your username and password.

Bring Your Own Device:

We Have started supporting the BYOD program to get the students the proper chance of using their own devices with in the Academy lessons, to get to connect to King's Academy network please look on which of those two methods would work with your personal device.

Connecting to Kings Academy Network (for Windows Users)
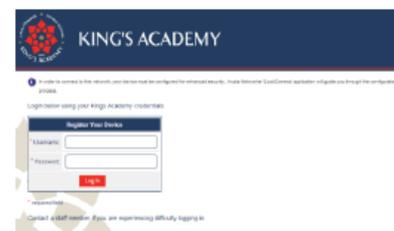
Wireless Network	How to connect your personal Windows device to "KingsAcademy" wireless network.

Kindly follow these steps in order to register and connect your personal Windows device to **"KingsAcademy"** wireless network:

1. Connect your computer to **"KingsAcademy"** wireless network
2. Enter Your King's academy **Username & Password.**

3. Open any browser and go to any active site or http://kanet.kingsacademy.edu.jo & you will automatically be redirected to the following page.
   Read and follow the Instructions then fill your username and password and click on **"Log in".**
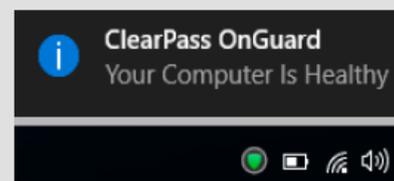

4. Download the **"StartQuickConnect"** certificate and follow the instructions.

5. The OnGuard app will be installed during the process; accept the license and let it finish downloading.

6. Reconnect to **"KingsAcademy"** once the following Box message appears on your screen and the green icon appears on your taskbar.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

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Connecting to Kings Academy Network (for Mac OS Users)

Wireless Network	How to connect your personal MacBook to "KingsAcademy" wireless network.

Kindly follow the steps below in order to register and connect your personal MacBook to **"KingsAcademy"** Wireless network:

1. Connect your computer to **"KingsAcademy"** wireless network. Then join using Your King's academy **Username & Password**.

2. Add Authentication Certificate and click continue, Kindly note that the device password will be asked at this point.

3. Open any browser and go to http://kanet.kingsacademy.edu.jo or any active site, you will automatically be redirected to the following page. Read and follow the Instructions then fill your KA username and password and click on **"Login"**.

4. Install the certificate and go to the downloads, open it and trust it to your device, kindly note that the device password will be asked at this point.

5. Install the profile to your device, kindly note that the device password will be asked at this point.

6. Select the "MAC Machine" as the type of device that you are using and install the On-Guard app to your device.

7. Reconnect to "KingsAcademy".

Still having problems, Visit us at the helpdesk or give us a call at 0775757499
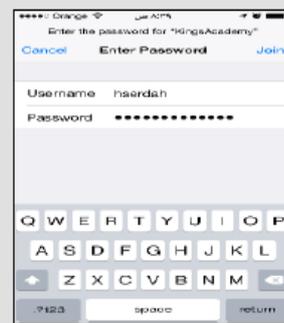
Updated 2018

# Connecting to Kings Academy Network (for Mobile devices)

Wireless Network	How to connect your mobile devices to "King'sAcademy" Wireless Network

For Apple devices (iPhone / iPad):

1. Connect your Android phone to "KingsAcademy" wireless network and enter Your King's Academy Username and Password.

2. Trust the network certificate if it prompts.

3. Open a browser and check if you are connected to the internet.
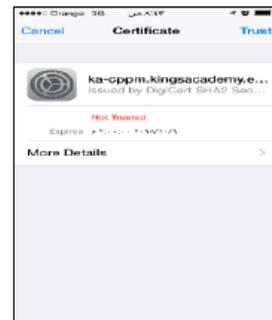
For Android devices:

1. Connect your Android phone to "KingsAcademy" wireless network and enter Your King's Academy Username and Password.

2. Trust the network certificate if it prompts.

3. Open a browser and check if you are connected to the internet.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Updated 2018

5 *Taking Care of Your Laptop*

Students are responsible for general care and maintenance of their laptop. School-issued laptops that are broken or fail to work properly must be taken to the ET Helpdesk. Students will be responsible for any damages to the laptop, consistent with the Academy's Laptop Protection Plan and must return the laptop and any accessories to the ET Helpdesk in satisfactory condition.

Operate your laptop on a safe and stable environment.

Do not place on uneven or unstable work surfaces. Placing you laptop on the floor where it can be stepped on or kicked should also be avoided. Seek servicing if the casing has been damaged. Keep your computer centered on your desk. It should not hang off the edge.

Keep liquids away from your laptop.

As tempting as it might be to drink coffee, soda or any other liquid near your laptop, accidents can happen all too easily. Spilled liquids may damage the internal components or cause electrical injury to the laptop. Short circuits can corrupt data or even permanently destroy parts. The solution is very simple: Keep your drinks away from your computer. Even if you're careful, someone else might bump into your desk or you.

Protect the screen (LCD) and body of your laptop.

Do not place or drop objects on top and do not shove any foreign objects into the Notebook PC. When you shut your laptop, make sure there are no small items, such as a pencil or small ear-phones, on the keyboard. These can damage the display screen when shut; the screen will scratch if the item is rough. Close the lid gently and holding from the middle. Closing the lid using only one side causes pressure on that hinge, and over time can cause it to bend and snap.

Keep food away from your laptop.

Be extra careful when eating over your laptop. The crumbs can go down between the keys in the keyboard and provide an invitation to small bugs. The crumbs can also irritate the circuitry. Worse, it makes the laptop look dirty if there are crumbs and food stains on it. Always have clean hands when using your laptop. Clean hands make it easier to use your laptop touchpad and there will be less risk of leaving dirt and other stains on the computer. In addition, if you clean your hands before use, you will help reduce wear and tear on the coating of the laptop caused by contact with sweat and small particles that can act upon the laptop's exterior underneath your wrists and fingers.

Don't leave your laptop in a car for long time.

Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash and grab thief.

Don't expose your laptop to rapid temperature fluctuations.

When bringing your laptop indoors from a cold environment, don't turn it on immediately. Instead, let it warm to room temperature first. This will avoid any potential for damage to the disk drive from condensation forming inside the machine.

Don't pull on the power cord.

Tugging your power cord out from the power socket rather than putting your hand directly on the plug in the socket and pulling can break off the plug or damage the power socket. Also, if you have the power point near your feet, avoid constantly bumping into the plug or you could loosen it and eventually break it. Do not expose to strong magnetic or electrical fields.

Don't roll your chair over the computer cord.

Stick the cord onto your desk with tape or a special computer cord tie which can be easily undone when you've finished using the laptop. Always try to keep most of the cord away from the floor or your legs; sometimes you can be so engrossed in what you're doing that you move your legs and forget the cord is there.

Use a properly-sized laptop case.

Whatever you use to carry your laptop around in, be it a case, a bag or something you have made yourself, make sure that it is large enough to contain the laptop. This will avoid scratching, squeezing or even potentially dropping it. Use your TAS laptop bag when carrying your laptop. Many breaks happen because of laptops being dropped or bumped. A bag greatly reduces the risk of damage.

Keep the notebook free of dust and crumbs.

Dust can cause a notebook to overheat. Use a can of compressed air to blow dust away from ports and the keyboard. Wash hands before touching the keyboard to avoid dirty or sticky keys. Invest in a microfiber cloth to clean the LCD screen.

Back up all the important files on your laptop.

Portables risk losing data: Stored data is the notebook's most important commodity. A good rule of thumb: Protect valuable data by backing it up to a CD or DVD. Any hard drive (the laptop's most sensitive part) can go bad — through no fault of the user — at any time and without warning. Back up, back up, back up work you cannot live without.

Protect your computer against viruses.

3,000 viruses threaten PC notebooks daily. You must make sure virus definitions are up-to- date. Please check this weekly by clicking on the Kasperskey Antivirus icon in the system tray.

Hold and lift the computer by its base, not by its LCD display (the screen).

If you lift it by the screen part alone, you could damage the display or the hinges attaching it to the base. The display is also easily scratched or damaged by direct pressure – avoid placing pressure on it.

Care Tips

• Don't place anything between the screen and keyboard when you close the computer.

• Be careful with your charger. Don't roll over, step on or "yank" the cord. Keep your charger in a separate area from your laptop. If you carry your charger in your laptop case, be careful when you lay your laptop case down. Be sure the charger is on the top to keep the screen from cracking.

• Do not pick at your laptop keys or remove them for any reason.

• Don't leave a pen or pencil on your laptop when you close it.

• Condition your laptop battery, meaning charge and drain your battery a few times when you first get it.

• Use a soft cotton cloth, such as a handkerchief, moistened with non-alkaline detergent to clean your computer.

• Do not place your laptop on a pillow or other soft material when it's on, because this may block the airflow vents on the bottom of the laptop and cause the computer to overheat.

• When using your laptop or charging the battery, it is normal for the bottom of the case to get warm. For extended use, place the computer on a hard flat surface. The bottom of the laptop case acts as a cooling surface that transfers heat.

Taking care of your laptop at home

- Be sure to store the laptop in a safe place and be sure nothing is stacked or thrown on top of the laptop case.

- Place your laptop on a sturdy work surface clear of all food, drink, and sharp obstacles.

- Plug in your power adapter then open and power up your laptop.

- Be sure to unplug your laptop if there is an electrical storm.

- IF YOU HAVE A WIRELESS NETWORK AT HOME, YOU MAY NEED TO SHUT DOWN YOUR COMPUTER WHEN YOU FINISH WITH IT AT NIGHT AND RESTART YOUR COMPUTER WHEN YOU GET TO SCHOOL THE NEXT DAY. This keeps the computer from getting confused as to which network it is on.

Email & Cloud Storage

6

Office 365	King's Academy email account

King's Academy uses Microsoft Office 365 to provide staff, faculty, and students with email, online document editing and cloud storage. Each account has more than 50GB of email storage and an additional unlimited storage for files on Microsoft OneDrive. Students, faculty and staff can access their emails and files from anywhere in the world.
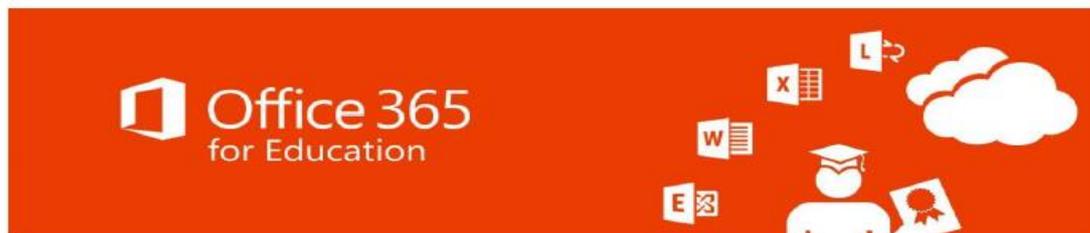
The preferred method of accessing your email will be to use the configured outlook application on your laptop, but there may be times when you will need to use a browser to access your email using the website.

Accessing the Outlook Web App for Office 365

The Outlook Web App (OWA) is the web-based email client for Office 365.

1. Open a browser and connect to http://o365.kingsacademy.edu.jo
2. Log in using your King's Academy email address, for example:
   KA email: JSmith18@kingsacademy.edu.jo

   KA password.

3. Once you are logged in, you will see your email.
4. When you are finished using the Outlook Web App, you should exit your web browser by closing all open tabs to ensure you have properly signed out of your Office 365 account.

Using Microsoft Outlook installed on your laptop

If you open Microsoft Outlook 2016 on your King's Academy laptop, it will automatically discover your email account settings and prepare your account.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Updated 2018

Set up OneDrive to backup your files

Microsoft OneDrive	How to Set up OneDrive to backup your files

With Microsoft OneDrive application installed, your files in the OneDrive folder are automatically synchronized with your cloud storage. The screenshot below shows the OneDrive application installed on windows 10 and opened to display the sored files.

1. Log in to your e-mail account using any a browser as described earlier.

2. Go to the office 365 menu tab on the upper left corner and choose "**OneDrive**"
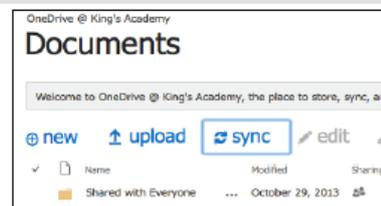
3. Click on "**Sync Now** "if you already have OneDrive app installed (If you have school-issued laptop, then you have it already) if not, for windows click on "Get the OneDrive for Business app that's right for me". For Mac install it from Mac app store.
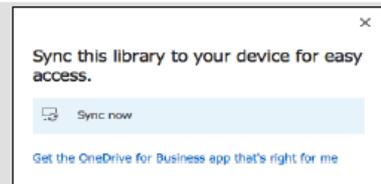
4. Put your King's Academy's e-mail and password when prompted:

5. The circled is where you will find your OneDrive for business folder (it may be different for different users and you can change it). Click "Sync Now" and it will start Synching files you add to "OneDrive for Business" folder.
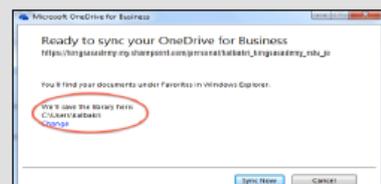
6. If you do not wish to install the OneDrive application on your laptop if you are using a MacBook, you can upload files from the browser by clicking on the "upload link".

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Updated 2018

Printing

7

If you wish to print to the one of the public printers at King's Academy, please follow the instructions here :

| **Web Print**	How to print your files using King's Academy print server

Web Print is a driver-less printing service, no client software or driver installation is required. Web Print provides a simple way to enable printing for laptop, wireless and anonymous users without the overhead of installing printer drivers and managing server authentication.

1. Go to http://print.kingsacademy.edu.jo And login using your KA username & password.

2. Click the **"Web Print"** link in the navigation menu.

3. Click **"Submit a Job"** to start the Web Print wizard.
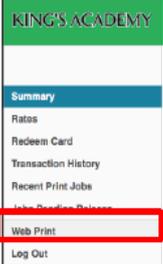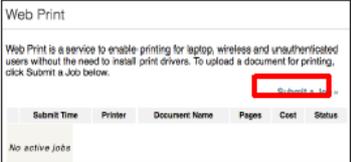
4. Select the printer that you want to print with, then click on **"Print options and Account Selection"**
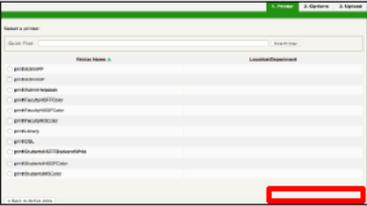
5. Enter the number of copies you need then click on **"Upload Documents"**

6. upload a document to print You can drag the files to the box shown below or click **"Upload from Computer"** to select the files you want to print. Once you are done click **"Upload & Complete"**.

Note: Your file will begin uploading to the server, and will be printed on the selected printer.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Updated 2018

Tips to Reduce Paper Waste

- Always use double-sided printing

- Reduce the margins and font size on your papers/projects

- Use Print Preview and only print the pages you need

- Print mutiple PowerPoint slides on one page. Under Print Settings, you can change the print layout to "Handouts" and designate the number of slides - up to 9 - you want to appear on each page.

- Collaborate using electronic documents whenever possible. Use email, Alkhazneh, or Google Docs, Office365 to create, share, and edit documents.

- Check the printer status before trying to print more than once

- Pick up your print jobs as soon as you print; don't wait to get them later or they may get placed in the recycling container.

Think before you print! Do I really need to print this email, Webpage, etc?
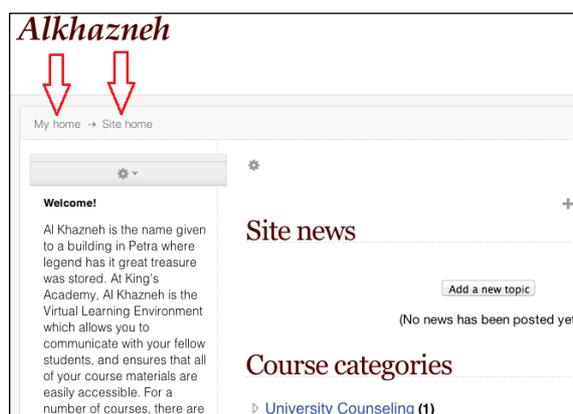
8 *Alkhazneh*

Alkhazneh is the King's Academy interactive website which allows each faculty member to have a webpage devoted to his/her class. Teachers can post and collect homework, give quizzes and tests, post videos and files, and much more. Alkhazneh is central to academic work at King's Academy.

How to access Alkhazneh

Alkhazneh is available both on and off the King's Academy campus, just type this URL into the address bar of your browser: http://alkhazneh.kingsacademy.edu.jo. You will be prompted to login with your King's Academy email address (for example: JSmith18@kingsacademy.edu.jo) and your password. This password is the same one that you use to login to the school network or to access your email.

Once you log in you will see two links in the upper left corner of the page. "My Home" will take you to a page that has links to only those courses in which you are enrolled. The "Site Home" link will take you to a page listing all the courses on Alkhazneh. These links are indicated in the screenshot below.

Uploading an Assignment to Alkhazneh

One of the most basic and frequently performed actions on Alkhazneh will be uploading an assignment for a course.

To do this, login to Alkhazneh using your King's Academy username and password then click on the "My Home" link indicated in the previous screenshot to see a list of your courses. Click on the appropriate course and find the assignment. Click on the assignment and you will see a page like the one. Click on the button that says "Add submission".
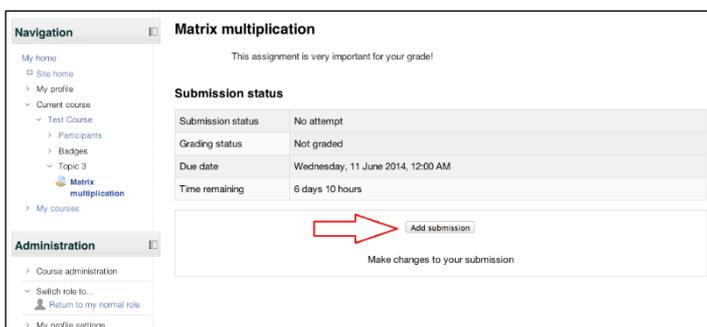
This will bring you to a screen like this one, you can upload your assignment by either dragging the file and dropping it on the blue arrow, or you can click on the add file button indicated by the red arrow in the screenshot. If you need help using Alkhazneh, tutorials are available on Atomic Learning. Search for "Moodle" (Alkhazneh is implemented using Moodle)
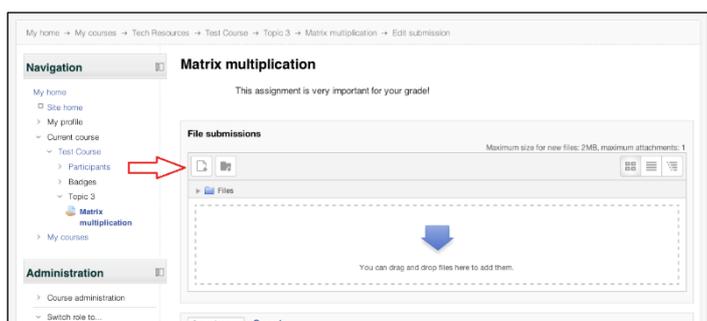
10 *Al Maktoum Library Online*

Destiny Library Manager -- an easy-to-use, web-based **library** automation and **management** solution is used at HRH Sheikh Mohammed bin Rashid Al Maktoum Library of King's Academy. You can use the Destiny Library Manager to access library resources through any computer with a supported web browser. Here is how you can login to the library system.

1. Go to http://library.kingsacademy.edu.jo. You can also go to this page from Alkhazneh and KANet.
2. Click on the link "HRH Sheikh Mohammed bin Rashid Al Maktoum Library"
3. Click on "Login" found on the upper right corner of the screen.
4. Enter your *KA* username and password and click login.
5. Once *you are logged in, click on the "Catalog" tab and you will be able to search for books and other resources at the library.*
6. When you wish to log out, select Logout (upper right corner of the screen).

Destiny Library My Info

My Info lets you see all your checkouts, their due dates, any fines you may have, and any holds or reserves, and their status. It also lets you see your Resource Lists.

How do I?

Destiny provides many helpful hints and information via its 'How do I ...' button. Most screens and features of Destiny have this online help available - it will create a pop up box with an overview or description.

eBooks and other digital content Follett eBooks

Follett eBooks can be used in two ways: You can access them online from anywhere using any supported Internet browser and make use of the built-in dictionary and integrated search tools. Or, they can download and viewed offline, which reserves the eBook for a set circulation period, and allows use of the search, highlighting, note-taking and copy/paste/print features as permitted by the publisher. This can be done by using Follett Shelf, our virtual bookshelf for eContent.

King's Academy Responsible Usage Policy

King's Academy Responsible Usage Policy

Note: Please read, sign at the bottom and hand over to the Educational Technology desk during Student Orientation

I. Purpose

Technology provides unique and powerful ways to enhance the learning experience for everyone. It is one of the goals of King's Academy (the Academy) to ensure that all interactions with technology contribute positively to the learning environment. Thus, the Academy supports the use of technology to foster learning and is pleased to offer students and other community members access to a range of information technology resources. Access to the Academy's network and the internet is a privilege that is tied to responsibilities.

The following policy and digital citizenship guidelines are intended to help individual technology users understand responsible use and to ensure these resources are always available. The Academy may restrict, suspend or terminate any user's access to the school's systems and network for not respecting these guidelines.

II. Scope

This policy applies to all users of the Academy's technology resources and applies to all software and equipment that is owned or leased by the Academy. The Academy also recognizes that students and other members of the community have widespread access to both technology and the internet, therefore, use of all personally-owned equipment, including wireless devices and connectivity such as 4G and 3G connections, is considered to be included in this Responsible Usage Policy.

III. Authorized Use

1. An authorized user is any person who has been granted authority by the Academy to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy's network using Academy-owned or personally-owned equipment, the user consents to the Academy's exercise of authority and rights as set forth in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

2. When a user ceases being a member of the Academy or if such user is assigned a new position and/or responsibilities, use of technology resources for which he or she is not authorized shall also cease.

3. Incidental personal use must not interfere with the user's performance or with the Academy's ability to use the resources for professional and academic purposes, and must be consistent with the Academy's standards of ethical and polite conduct.

4. Except as authorized by the headmaster, use of the Academy's technology resources or data for personal business, political campaigning or commercial purposes is prohibited. Faculty members and students are provided with email accounts and internet access. Staff members may be provided with email accounts, voice mail accounts and internet access upon approval of their department head.

IV. Being a Good Digital Citizen

The way we use technology has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the following principles of digital citizenship is essential for us to fulfill our mission at King's Academy.

1. RESPECT yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships that I post. I understand that any audio, video or other media that identifies the Academy, makes use of it name, logo(s) or images may not be posted to a public forum (such as YouTube, Facebook, etc.) without the written permission of the director of communications and publications.

2. RESPECT social etiquette. I will not use electronic mediums to flame, bully or stalk other people. I will show respect for other people and myself in my choice of websites, tools and online activities. I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

King's Academy Responsible Usage Policy 2016-2017   1

3. RESPECT property. I will respect the property of others including the Academy's IT property such as networks, hardware, software or other user's files and data. This includes, but is not limited to, the creation, uploading or downloading of computer viruses or other malicious software.

4. RESPECT intellectual property. I will request permission to use resources. I will suitably cite any and all use of websites, books and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

5. PROTECT yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me to the director of educational technology. I will protect passwords, accounts and resources. I understand that faculty and staff of the Academy must not "friend" current students, other than their own children, on Facebook or other social media.

6. PROTECT security and integrity of systems. I will protect the security and integrity of the Academy's information resources, which include user accounts, passwords, security codes and other types of authorization assigned to me. I will not share such authorization information with anyone else.

7. **PROTECT others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

V. Privacy Expectations

1. The Academy's employees and students should recognize that there is no expectation or guarantee of privacy in anything they store, send or receive on the Academy's information systems, including networked file shares or personally-owned computers that utilize the Academy's network. Users should not expect that email, voice mail or other information created or maintained on the systems are private, confidential or secure.

2. Users should exercise caution when storing and processing personal and sensitive information not directly related to Academy business.

3. The Academy reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. Messages or data may also be inadvertently viewed as a result of routine systems maintenance and monitoring. Any individual monitoring, except as required by law or in situations perceived as emergency, must be authorized in advance by the director of educational technology or the director of educational technology's designees.

VI. Enforcement/Consequences

1. Failure to abide by the Academy's Responsible Usage Policy or deliberate attempts to compromise, degrade or disrupt system performance may result in restricted use of technology or other appropriate consequences including, but not limited to, the loss of computer, telephone or network access privileges, disciplinary action and dismissal/termination from the Academy.

2. Some violations may constitute criminal offenses as defined by national laws and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law.

3. We will periodically inspect personally-owned devices and expect full cooperation from everyone. Email, network usage and all stored files on the devices may be monitored at any time by the network administrator or other school administrators to ensure appropriate use.

4. All members of the community are expected to assist in the enforcement of this policy and digital citizenship agreement, and to report any violations to the director of educational technology.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS FOR USE OF KING'S ACADEMY'S TECHNOLOGICAL RESOURCES:

Student/Staff/Faculty: I understand and will abide by King's Academy's Responsible Usage Policy.

Name: _____ Signature: _____ Date: _____

Parents: I have read King's Academy's Responsible Usage Policy with my child. We have taken the time to openly discuss, understand and commit to the Responsible Usage Policy.

Name: _____ Signature: _____ Date: _____

King's Academy Responsible Usage Policy 2016-2017   2

12 *Managing your KA Account*

Changing your password will affect the following: your network, email address, Al Khazneh and KANet password. You can change your password by using our self services web portal Myaccount.KingsAcademy.edu.jo.

What to do when you change your password

For security purposes, we recommend that users change their passwords every six months. Because users often encounter login difficulties immediately after changing their passwords, please wait for about half an hour after changing the password. If you are experiencing issues logging onto the school provided laptop, please try restarting your computer. Also please remember that many applications including email clients such as Outlook saves your password and need to be updated with your new one.

Password requirement

- Be at least 8 characters long
- Contain a combination of at least three of the following characters: uppercase letters, lowercase letters, numbers, symbols (punctuation marks)
- Don't contain the user's user name or screen name
- Don't creating a new password that is the same as current password or a recently used password

Change your KA account passwrord

Self Service Portal	How to change your KA account password

If you want to change your account password, you can change it using King's Academy Account Self- Service Portal following the below steps:

1. Go to https://myaccount.kingsacademy.edu.jo login to the system using your current password then click on "**Login**".

2. Check the password requirements listed.

   - Enter your current KA password.
   - Enter new password.
   - Confirm your new password.

   Then click "OK".

   Password Requirements.

3. Your password will be changed.

   ✓ Your password has been changed successfully.
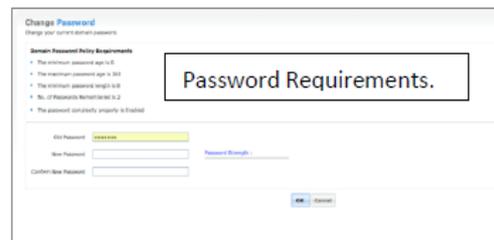
Domain Password Policy Requirements

- The minimum password age is 0
- The maximum password age is 365
- The minimum password length is 8
- No. of Passwords Remembered is 2
- The password complexity property is Enabled

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Updated 2018

Unlock your KA account if locked

Self Service Portal	How to unlock your account

If you entered your password wrongly more than 5 times your account will be locked, to unlock your account using King's Academy Account Self- Service Portal follow the below steps:

1. Go to https://myaccount.kingsacademy.edu.jo
   click on "**Unlock Account**".

   Note: To be able to unlock your account you need to make sure that you have all already enrolled to the system and answered the three security questions.

2. Enter your username and click "**Continue**".

3. Answer the security questions with the answers you put when you enrolled, click on "**Continue**".

4. Your account will be unlocked.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Reset your KA account password

Self Service Portal	How to reset your KA account

If you forgot your account password, you can reset it using King's Academy Account Self- Service Portal following the below steps:

1. Go to https://myaccount.kingsacademy.edu.jo
   And click on "Reset Password".
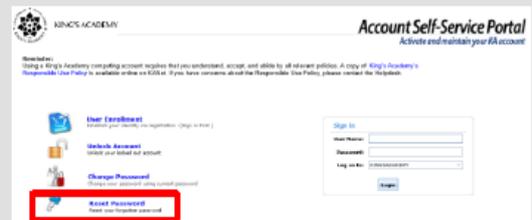
2. Enter your KA username and click continue.

3. Answer the Security Questions with the answers you put when you enrolled and click continue.

4. Enter The New password and click on "Reset Password". Make sure that the password length is minimum8 characters and it has a lower and upper case characters and at least one special character.

5. Your password will be changed.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Updated 2018

13 *Discipline Related to Student Computer Use*

Inappropriate use of technology is a relatively new concern for schools and the purpose of a particular restriction might not be clear. The following chart will help understand the reasoning behind particular rules. The chart lists examples of specific violations of the King's Academy Acceptable Use Policy. Each is compared to an equivalent "traditional" classroom violation and lists potential disciplinary actions.

Tech-related Behavior Violations	Equivalent "traditional" Classroom Violations	Progressive Discipline Steps
Email, Instant Messaging, Internet surfing, Computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)	The following are for illustration purposes only. The appropriate progressive discipline steps for the individual would apply.
Missing case	No binder/missing supplies	
Cutting and pasting without citing sources (Plagiarism)	Plagiarism	• Warning
Cyber-bullying	Bullying, harassment	• In-class consequence
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage	• School-based consequences
Using profanity, obscenity, racist terms	Inappropriate language	• Parent contact • Administration referral
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form	• Loss of laptop for the class period
Using an electronic resources account authorized for another person	Breaking into or using some else's locker	• Loss of laptop or of network access for extended period of time • Suspension

Tech Violations Behavior unique to the digital environment without a "traditional" behavioral equivalent	Tech Violation Consequences
Chronic, tech-related behavior violations (see above)	• Logical Consequences
Deleting browser history	
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use	• Progressive Discipline
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others	• Part of overall school discipline plan
Unauthorized downloading or installing software	
Attempts to defeat or bypass the King's Academy Internet filter	
Modification to District browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity	

14

Internet Filtering Policies

King's Academy applies filters to prevent students from accessing the Internet in ways that adversely impact student well being or distract from academic work. The times during which the Internet can be used and the restrictions on content applied during those times are listed below.

Student Internet Filtering Policy Brief

It is the policy of King's Academy to:

a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
b) prevent unauthorized access and other unlawful online activity;
c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
d) comply with the Children's Internet Protection Act.

Our goal is to ensure the safety of our students and to maintain the integrity of the network.
The Websites under the following categories are blocked for students. Some categories of Websites such as social networking are blocked only during study hours but open during student free hours.

a) Are illegal in nature and/or promote illegal activities,
b) Provide a means to bypass the internet firewall,
c) Represent and/or promote hate, violence, or racism,
d) Provide access to file types that negatively impact the school network or pose a security risk,
e) Provide an unacceptable risk to student well-being,
f) Reduce productivity (e.g., non-educational game sites).

Study Hours

Sunday – Thursday (5:30 AM - 4 PM)	Blocked Categories
	Adult, Alcohol and Tobacco, Dating, Drugs, Gambling, Games, Hacking, Homosexuality, Illegal Unethical, Instant Messaging,
Saturday – Wednesday (8 PM - 10 PM)	IP Address, Nudity, P2P, Parked Domain, Phishing, Social Networks, SPAM URL, Spyware, URL Translation, Violence and Weapon, Internet Radio, Blacklisted sites

Student Internet Filtering Policy Brief

	Study Hours	**Free Hours**
Filtering Categories	Adult, Alcohol and Tobacco, Dating, Drugs, Gambling, Games, Hacking, Homosexuality, Illegal Unethical, Instant Messaging, IP Address, Nudity, P2P, Parked Domain, Phishing, Porn, Social Networks, SPAM URL, Spyware, URL Translation, Violence and Weapon, Internet Radio, Blacklisted sites	Adult, Alcohol and Tobacco, Dating, Drugs, Gambling, Hacking, Hate and Racism, Homosexuality, Illegal Unethical, IP Address, Nudity, P2P, Parked Domain, Phishing, SPAM URL, Spyware, URL Translation, Violence and Weapon, Blacklisted sites
Grade 9 & 10	Sunday – Thursday (5:30 AM - 4 PM) Saturday – Wednesday (8 PM - 11 PM)	Afternoon Free [Sunday – Wednesday (4 PM – 8PM)] Evening Free [Saturday – Wednesday (10 PM – 11PM)] Weekend Schedule [Thursday 4pm – Saturday 8 pm or any school holidays]
Grade 11	Sunday –Thursday (05:30 AM - 4:00 PM) Saturday – Wednesday (8:00 PM - 10:00 PM)	Sunday - Wednesday (4:00 PM – 8:00 PM) Saturday - Wednesday (10:00 PM – 11:59 PM) Weekend Schedule – Thursday 4pm – Saturday 8 pm or any school holidays
Grade 12	Sunday – Thursday(05:30 AM - 4:00 PM) Saturday – Wednesday (8:00 PM - 10:00 PM)	Sunday - Wednesday (4:00 PM – 8:00 PM) Saturday - Wednesday (10:00 PM – 01:00 AM) Weekend Schedule – Thursday 4pm – Saturday 8 pm or any school holidays
Proctors	Sunday – Thursday(05:30 AM - 4:00 PM) Saturday – Wednesday (8:00 PM - 10:00 PM)	Sunday - Wednesday (4:00 PM – 8:00 PM) Saturday - Wednesday (10:00 PM – 02:00 AM) Weekend Schedule – Thursday 4pm – Saturday 8 pm or any school holidays
GOA Students	Sunday – Thursday(05:30 AM - 4:00 PM) Saturday – Wednesday (8:00 PM - 10:00 PM)	Sunday - Wednesday (4:00 PM – 8:00 PM) Saturday - Wednesday (10:00 PM – 02:00 AM) Weekend Schedule – Thursday 4pm – Saturday 8 pm or any school holidays

15 *Technical Support*

The IT Helpdesk at the Administration Building is the first point of contact for members of King's Academy community seeking information and assistance with campus technology issues.

The Helpdesk provides students, faculty and staff with assistance related to any of the following issues:

- Hardware (desktop/laptop computer maintenance and support)
- Software (system and program updates, etc.)
- Telephone (landline set-up and usage)
- Internet connectivity

For further support and to learn more about our services and resources, please visit our website: http://hds.kingsacademy.edu.jo

Phone Numbers
Helpdesk Office (Administration Building): ext. 1111
From Amman: 430 0240
From a cell phone: 06 430 0240
From outside Jordan: +962 6 430 0240

Email
helpdesk@kingsacademy.edu.jo

Helpdesk hours

Sunday-Wednesday: 08:00-21:00

Thursday: 08:00-16:00

Friday : Closed

Saturday: Closed

HDS Ticketing System

HelpDesk System	How to submit a request using HDS

King's Academy uses an on-line ticketing system to track computer issues. If you experience a problem with technology (loss of Internet access, broken laptop, cannot access printer, etc.) you should report the issue by logging into the HDS system and submitting a ticket. To log in to the HDS system:

1. Go to http://hds.kingsacademy.edu.jo/
   and login to the HelpDesk system using your King's academy username and password.
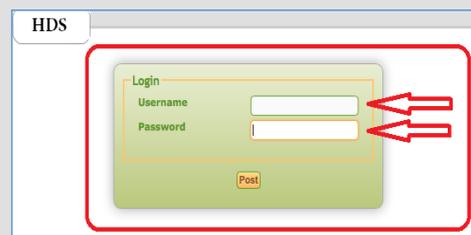
2. After a successful login, fill in the required information and click on **"Submit Message"**.
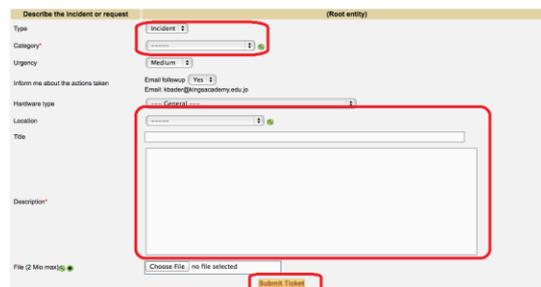
3. You will receive an email from the HDS with your record information. You can also navigate to the "Home" page and review the progress of your tickets as shown below:

The HDS system is also used to track laptops loaned to students when their own computer is being repaired. When a student borrows a laptop an HDS ticket will be created to document the loan. This ticket will be closed upon return of the laptop.

IT'S EASY TO STAY SECURE

security software

Install antivirus and anti spyware software. Update them and the operating system regularly.

wireless security

Know your network. Identity thieves prey on public and unprotected Wi-Fi networks.

firewalls

A firewall is your computer's first line of defense. Ensure you enable it.

phishing

Don't be a phishing scam victim. Reputable organizations will never ask for personal data, account numbers, or passwords via email.

copyright

Get the facts on sharing and downloading music online. It's your job to ensure you're downloading and sharing legally.

passphrases

Choose strong passphrases, change them regularly, and **NEVER** share them with **ANYONE**.

be safe with your computer

- lock your computer when walking away
- always remember to log out when finished
- never leave your laptop unattended, even for a minute
- follow these and other guidelines for staying safe online

How to connect MacBook to the projector

Projector	Connecting MacBook to the projector

1. Make sure your MacBook and the projector are both turned on.
2. Connect the HDMI cable to the MacBook, the sound will be detected by default.

3. If you don't have HDMI port in your MacBook, use the VGA adaptor connected to the VGA cable.

   Kindly note that you need to connect the audio cable to the audio port in your MacBook.

4. Go to system preferences from the Apple menu in the top left corner of your screen then click on "Displays"

5. On the displays window click on the "Arrangement" tab then check the "Mirror Displays" box.
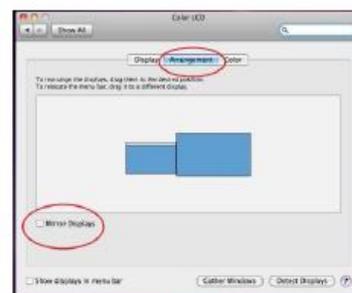
** If nothing is displayed on screen after these steps; press the "**Source Search**" button on the projector remote.

Still having problems, Visit us at the helpdesk or give us a call at **0775757499**

Updated 2018

How to connect Windows to the projector

Projector	Connecting Windows laptop to the projector

1. Make sure your laptop and the projector are both turned on.
2. Connect the HDMI cable to the HDMI port, the sound will be detected by default.

3. If you don't have HDMI port in your laptop, use the VGA adaptor that is connected to the VGA cable and connect it to your laptop.

   Note: don't forget to connect the audio cable to your device.

4. Sync the laptop and projector by holding down the windows key and "P", then choose "Duplicate".
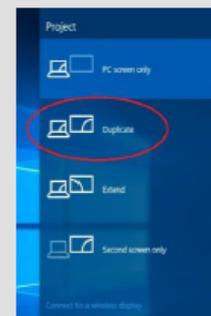
** If nothing is displayed on screen after these steps; press the "Source Search" button on the projector remote.

Still having problems, Visit us at the helpdesk or give us a call at 0775757499

Updated 2018

16   *King's Academy Laptops*

- **Dell Latitude 6430 ultrabook (Temporary Laptops)**

Front View

1. Microphone.
2. Camera.
3. Camera status light.
4. Microphone.
5. Display.
6. Power button.
7. Hard drive activity LED.
8. Battery charge LED.
9. Wireless status LED.
10. Speaker security.
11. Cable slot.
12. Network connector.
13. Powered USB 3.0 connector.
14. Fingerprint reader (optional).
15. Touchpad buttons (2)
16. Touchpad.
17. Trackstick buttons (3)
18. Trackstick.
19. Keyboard.
20. Speaker.
21. Volume mute button.
22. Volume decrease button.
23. Volume increase button.
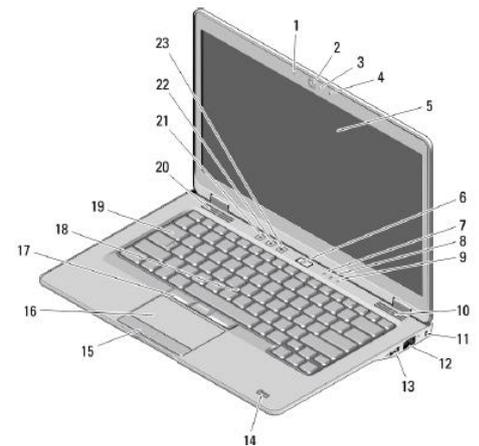
Back View

1. Power status indicator.
2. Battery status indicator.
3. Hard drive activity indicator.
4. eSATA/USB 3.0 connector.
5. Cooling vents.
6. HDMI connector.
7. Power connector.
8. VGA connector.
9. USB 3.0 connector.
10. Audio/microphone combo connector.
11. Wireless switch.
12. Smart card slot (optional).
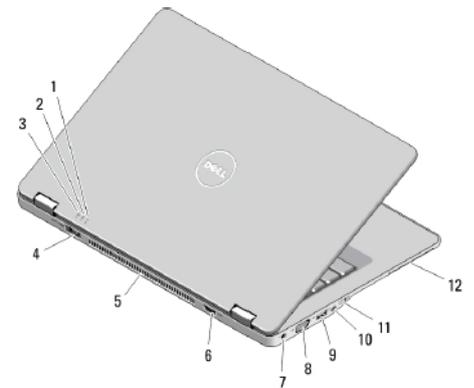
Base View

1. Battery bay.
2. SIM slot.
3. Memory card reader.
4. Battery release latch.
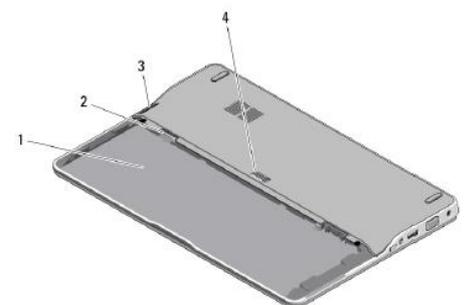
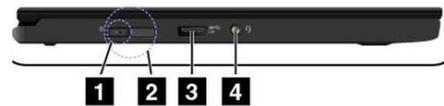## • Lenovo Yoga 12 Thinkpad:

Front View

1. Camera
2. Microphones
3. Ambient light sensor Status indicators
4. Speakers
5. System-Status indicator
6. TrackPoint stick
7. TrackPad
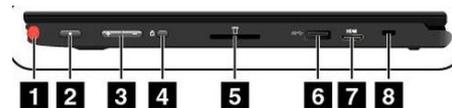8. TrackPiont buttons
9. Multi-Touch screen

Left-side view

1. AC power connector
2. Lenovo OneLink connector
3. Always On USB 3.0 Connector
4. Audio Connector

Right-side view

1. Tablet Digitizer Pen
2. Power Button
3. Volume Control Buttons
4. Screen-Rotation-Lock Button
5. Media Card slot
6. USB 3.0 connector
7. Mini High-Definition MulyiMedia Interface (HDMI)
8. Security Lock slot

Bottom view

1. Emergency Reset Hole
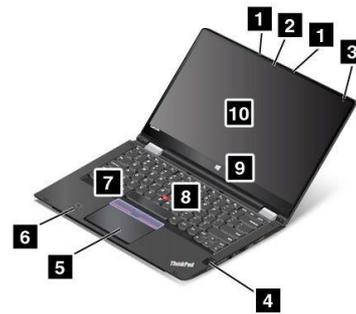
Rear view

1. Fan Louvers
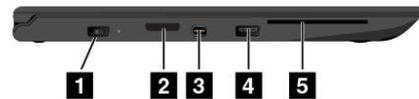
- **Lenovo Yoga 260 Thinkpad:**

<u>**Front View**</u>

1. Microphones
2. Camera
3. Ambient light sensor
4. Fingerprint reader
5. TrackPad
6. NFC label
7. Trackpad
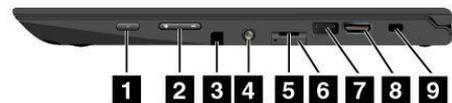8. TrackPoint button
9. Windows button
10. Multi-Touch screen

<u>**Left-side view**</u>

1. Power connector
2. OneLink connector
3. Mini DisplayPort connector
4. Always On USB 3.0 Connector
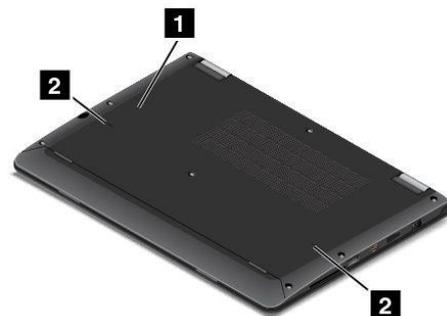5. Smart card slot

<u>Right-side view</u>

1. Power Button
2. Volume Control Buttons
3. thinkPad Pen Pro
4. Audio connector
5. Micro - SD – card slot
6. USB 3.0 connector
7. HDMI connector
8. Security Lock slot

<u>Bottom view</u>

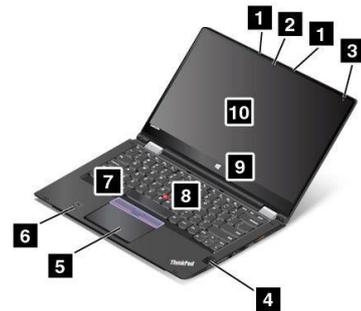1. Emergency Reset Hole
2. Keyboard drainage holes

* If your computer stops responding and you cannot turn it off by pressing the power button, remove the AC power adapter and reset the computer by inserting a needle or a straightened paper clip into the emergency reset hole to turn off the computer.
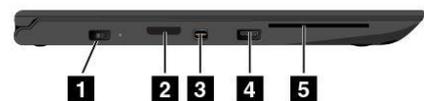
- **Lenovo Yoga 380 Thinkpad:**

Front View

1. MicrophonesCamera
2. Ambient light sensor
3. Fingerprint reader
4. TrackPad
5. NFC label
6. Trackpad
7. TrackPoint button
8. Windows button
9. Multi-Touch screen

Left-side view

1. Power connector
2. OneLink connector
3. Mini DisplayPort connector
4. Always On USB 3.0 Connector
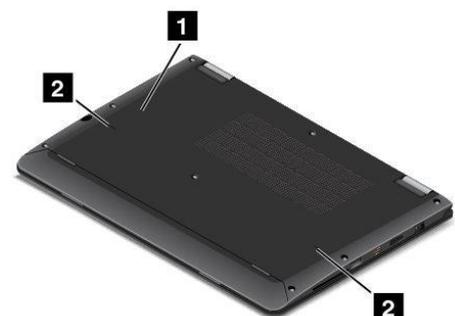5. Smart card slot

Right-side view

1. Power Button
2. Volume Control Buttons
3. thinkPad Pen Pro
4. Audio connector
5. Micro - SD – card slot
6. USB 3.0 connector
7. HDMI connector
8. Security Lock slot

Bottom view

1. Emergency Reset Hole
   Keyboard drainage holes

* If your computer stops responding and you cannot turn it off by pressing the power button, remove the AC power adapter and reset the computer by inserting a needle or a straightened paper clip into the emergency reset hole to turn off the computer.

17 *Laptops for Learning*

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, network folders and internal school printers can be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically instructed not to do so by their teacher.

Password Protection

Students will use King's Academy username and password to logon to many services and their laptops and are required to keep the password confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

For security purposes, we recommend that users change their passwords every six months. Because users often encounter login difficulties immediately after changing their passwords, please wait for about half an hour after changing the password. If you are experiencing issues logging onto the school provided laptop, please try restarting your computer. Also please remember that many applications including email clients such as Outlook saves your password and need to be updated with your new one.

Password requirement

- Be at least 8 characters long
- Contain a combination of at least three of the following characters: uppercase letters, lowercase letters, numbers, symbols (punctuation marks)
- Don't contain the user's user name or screen name
- Don't creating a new password that is the same as current password or a recently used password

Laptops Left at Home

If students leave their laptop at home or dorm room, they must make arrangements with their teacher to get access to a computer. If a student repeatedly (4 or more times as determined by any staff member) leaves their laptop at home or in the dorm room, it will be treated as a disciplinary violation and reported to the class dean and the student advisor.

Laptop Undergoing Repair

Loaner laptops will be issued to students when they leave their laptops for repair at the IT Helpdesk. Loaner laptops are also available for students who use their own computers for schoolwork (BYOD program). The loaner laptops are to be returned to the Helpdesk as soon as they get their laptop fixed or within two weeks.

Lost Laptop

If students lose their laptops, they are expected to report the loss as soon as possible to the IT Helpdesk and Public Safety if lost while on campus. If required, the Public Safety office will investigate further. If the laptop cannot be located a loaner will be provided until a new machine is purchased.

Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations will be treated as a disciplinary violation.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

Screensavers and Data

- Inappropriate media may not be used as a screensaver or be saved on the laptop.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

- Passwords on screensavers are not to be used.

- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Music is allowed on the laptop, but must be saved to the hard drive/desktop-NOT My Documents.

- NON-EDUCATIONAL Internet Games are not allowed on the laptops during school hours. NO games can be installed.

- Do not save any games, or programs to the hard drive. All software must be school provided. These software programs may be saved to external sources (Jump/USB drives). Data storage space will be available on the laptop—BUT it will NOT be backed up in case of re-imaging.

Printing

Students may use the printers at the Helpdesk at the academy building and the library to print homework or any necessary materials for class. These printers are already installed on school-owned laptops. Residential students can also print at their dorms during evening study hall. BYOD student can install the printers by following the instruction on Alkhazneh.

Home Internet Access

Students are allowed to connect wireless networks at home on their laptops.