

Attala Teen Laptops

PHYSICAL LOCATION:

Three laptops will be placed on book shelf against wall between side windows in the teen area.
Laptop will be locked down physically with Kensington cable to the book shelf.
Laptops must be plugged into electrical at all times!

RESTRICTIONS:

1. Use of the laptops is restricted to ages 12 to 18.
2. Teen must follow computer use policy and stated restrictions as any computer user does. If he does not have a library card or is not marked as a computer user he can not use the laptops.
3. Laptops are set for 1 hour sessions (Restrictions are the same as in Computer Use Policy.)

PROCEDURE:

1. Teens may reserve a laptop for an hour or wait and take a chance one will be free when they want one.
2. Teen will go to desk asking to use laptop and offer library card showing he is a computer user.
3. **Teen's Library card must be left at desk while teen is using laptop.**
4. Teen will be instructed to come back to desk when finished or when laptop logs off to retrieve his library card.
5. Member of staff must go to laptop and log on for him.
6. Be sure to instruct the teen as to the following:
 - a. Laptops are set to log off in 60 minutes.
 - b. If teen finishes using the computer ahead of the 60 minutes, he/she is to double click the logoff icon on the desktop. He is then free to return to the circulation desk and get his library card.
 - c. If laptops are left idle for 10 minutes, the laptop will log off. A 10 second notice will appear and beeping sounds will be heard before it idles off.
 - d. If teen has never used our wireless, you may need to show him how to open browser and accept our policy to use the internet.
 - e. Warn teen to delete any items saved before logging off. Next person on the computer can see everything that was saved unless computer is rebooted between users.

CONFIGURATION:

Lock Downs:

- Locked down by software on the laptop with SteadyState and DeepFreeze and Computrace
- Locked down physically by a Kensington cable
- USB storage drives will be blocked by software.
- Laptops set to log off at 10 minutes of idle time and at 60 minutes a session.
- Laptops will show notice at 10 minutes before the end of computer use for each day. At the set time, the laptop will restart (5:45 on M, T, W, TH; 4:45 on F; 12:15 on Sat.)
- Once laptops have been physically given to Attala County Library and are physically connected to cables, they become the complete responsibility of Attala County Library Staff.

LOGON:

Logon: Attala
Password: 19bil57

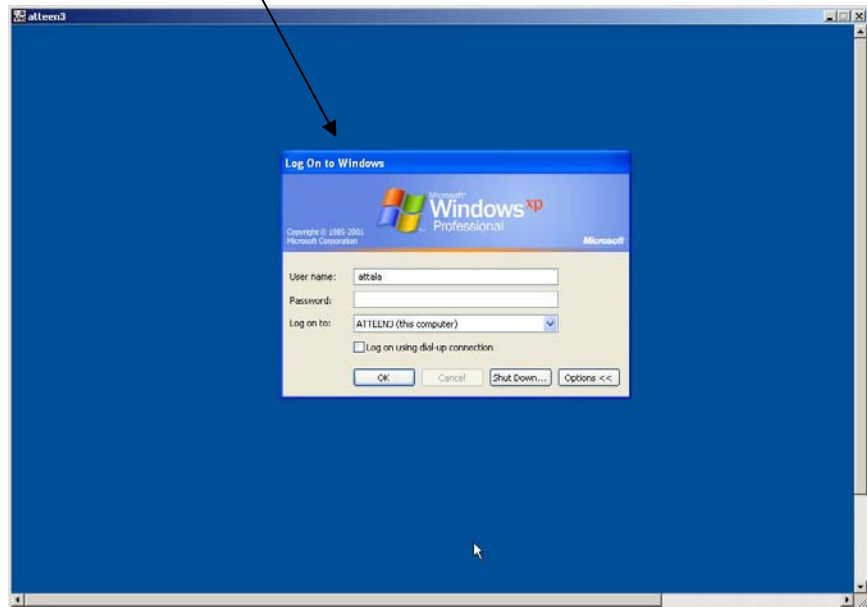
END OF DAY and MAINTENANCE:

Laptops will restart at the end of each day. They should be left at the control/alt/delete screen.

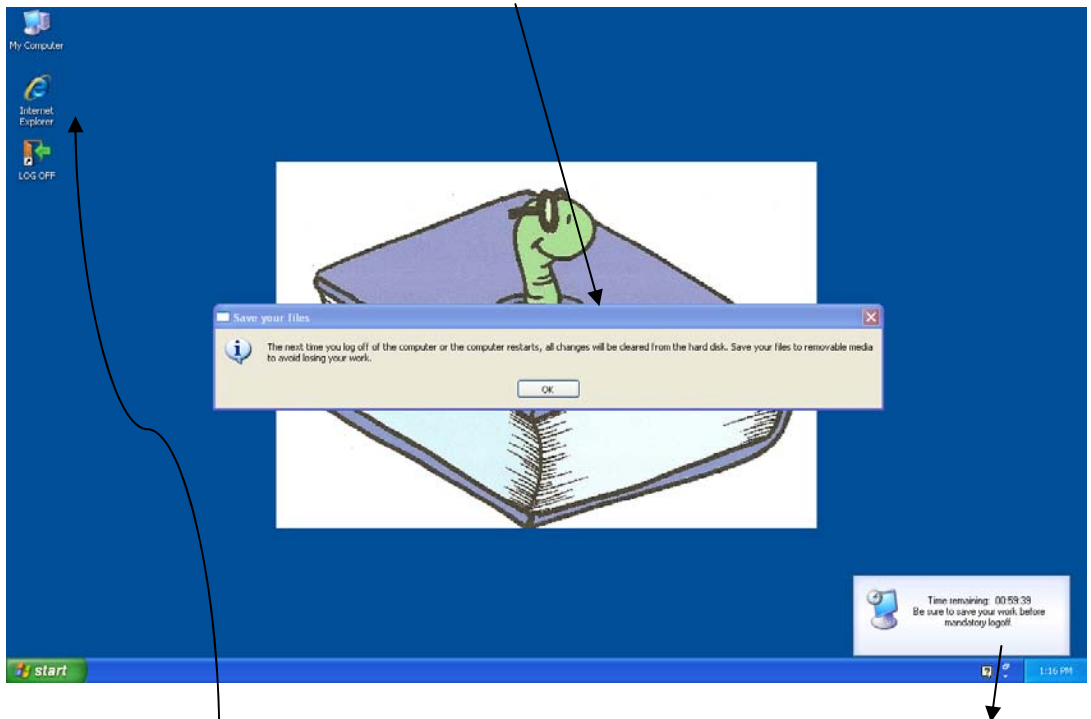
EACH MORNING:

- 1) First thing in the morning, log on to the laptops

Logon: Attala
Password: usual 19*



- 2) The following desktop view will open. Click OK.



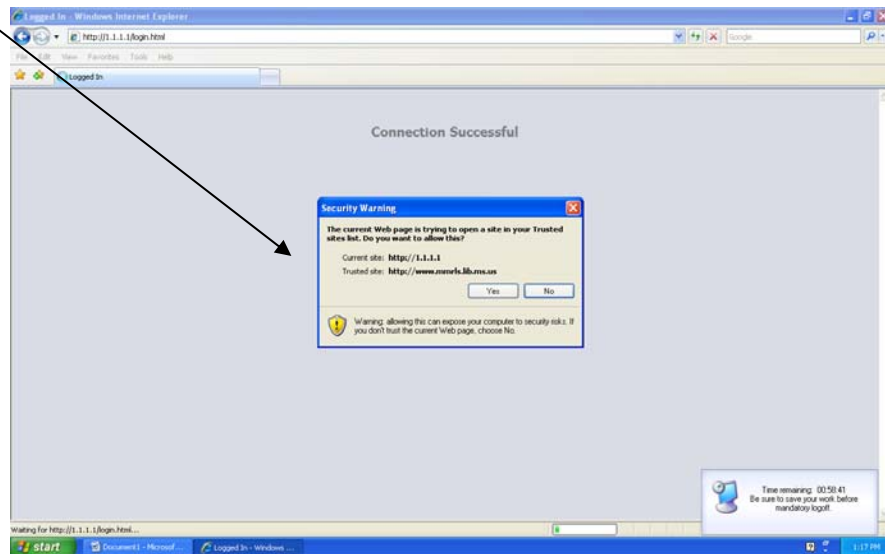
- 3) Double click on Internet Explorer

Time remaining will begin counting down.

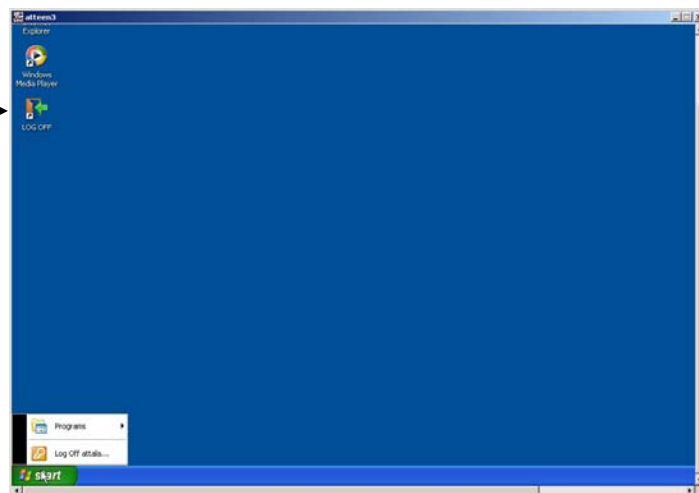
4) Click Accept



5) Click on Yes



6) Double click on LOGOFF icon on desktop to log off.



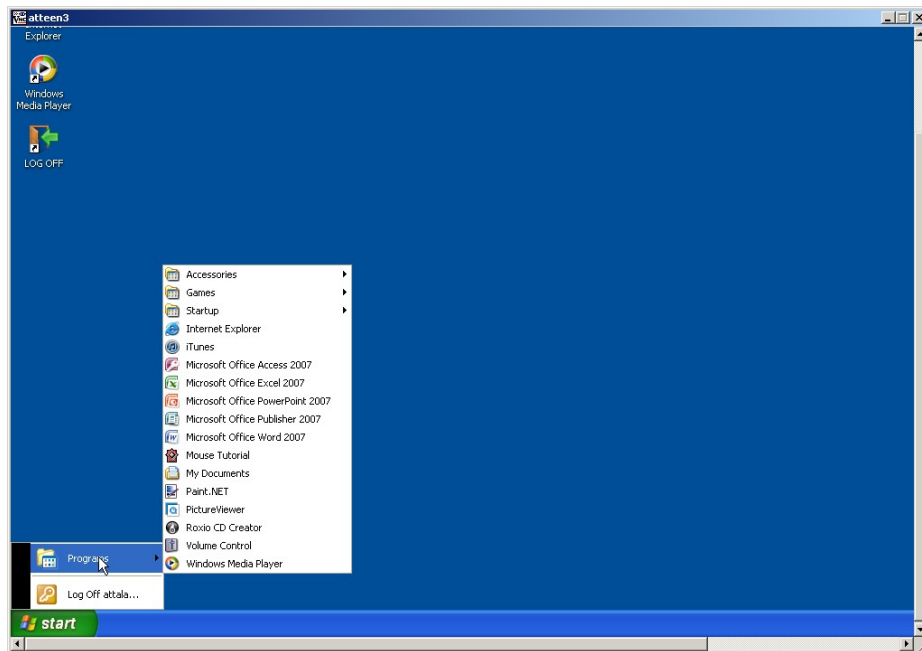
Laptops are now ready for Teens to use.

TO USE THE INTERNET

- 1) The teen must open the Internet to see if the wireless is connected. If Internet Explorer connects to our webpage, he is connected through the wireless to our network.
- 2) If he is unable to connect to our webpage after he has opened the Internet, he will have to repeat steps 3, 4 and 5 listed above to connect to our network using the wireless.

INSTALLED PROGRAMS:

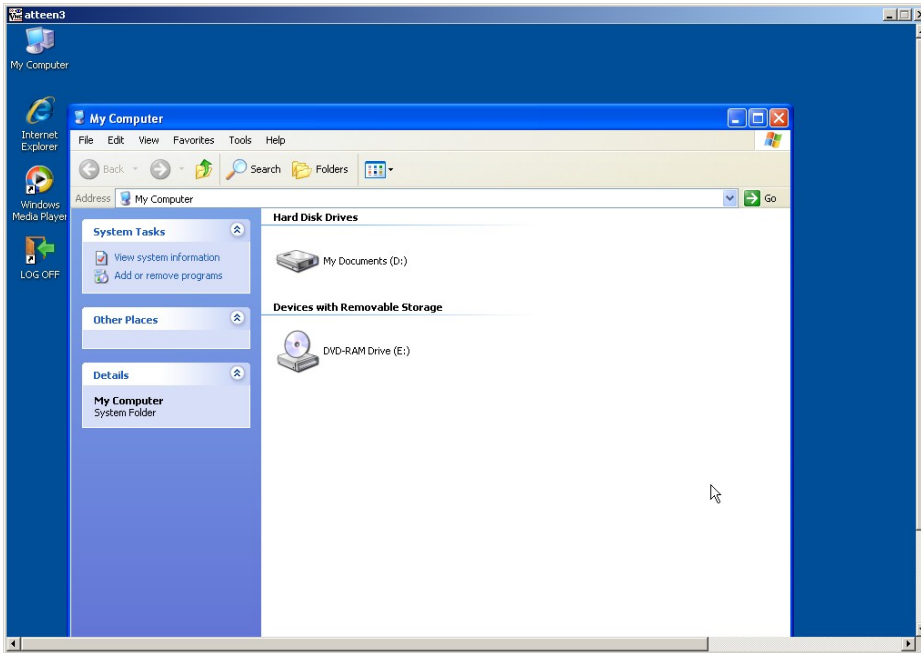
All programs are listed under start/all programs.



TO COPY FILES TO THE CDRW/DVDRW

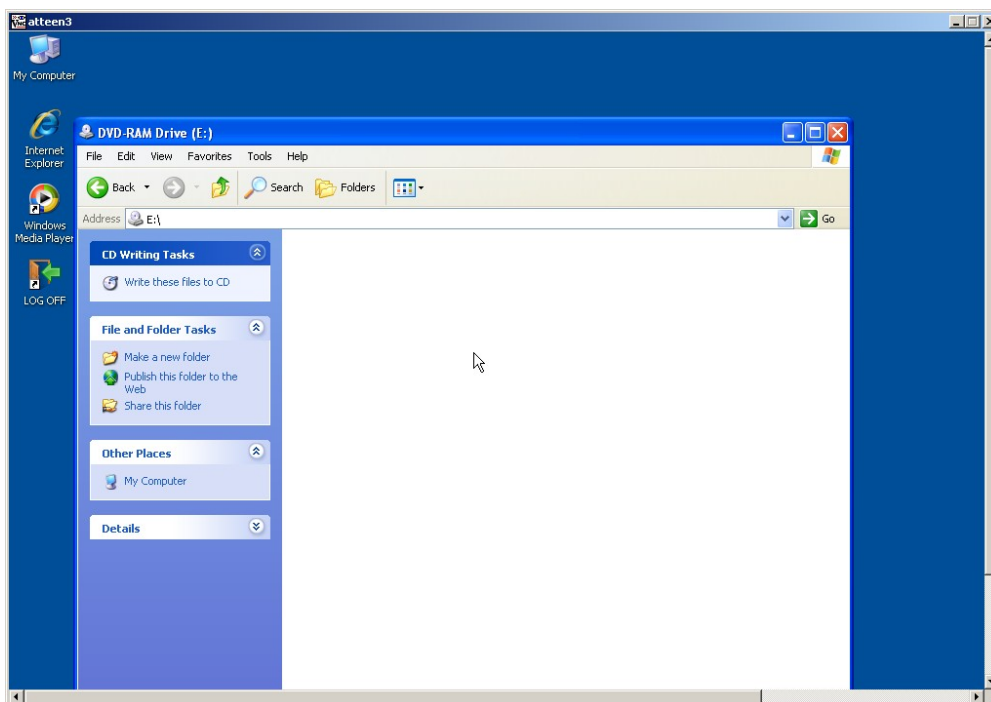
- 1) Double click My Computer on the desktop





2) Double click E: drive to open the drive.

3) Use the opened E: drive as you would the popup CD drive on the public computers.

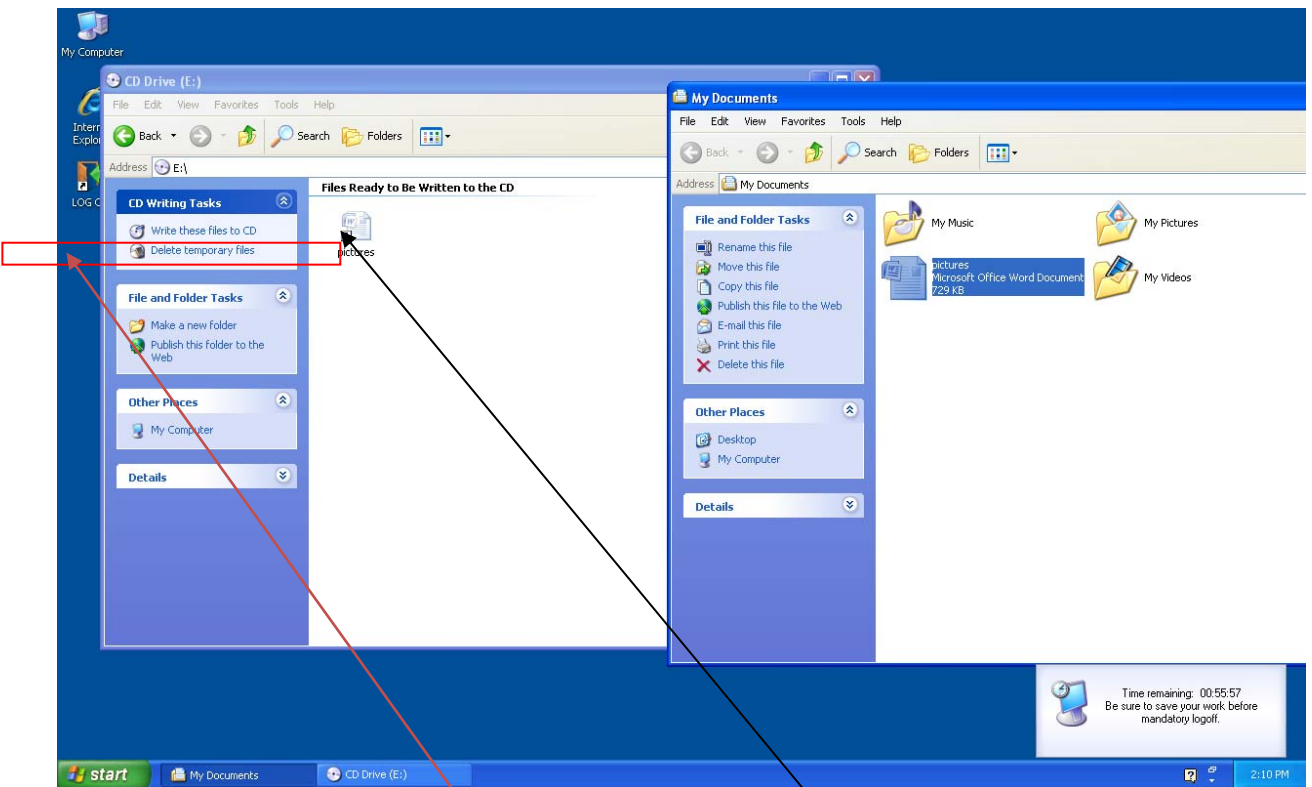


4) Save all files to the D: drive (My Documents) . **YOU CAN NOT SAVE TO THE E: DRIVE!!**

TO PLACE FILES IN E: DRIVE IN ORDER TO CREATE A CD

- Make sure all files you want to put on CD have been saved to My Documents (D: drive).
- Double-click on My Computer.
- Double click on D: drive (My documents) and on the E: drive so that both are open and side by side (see picture below)
- Click on file(s) in My Documents that you want to write to the CD being created in the E: drive. After you click on file, hold left mouse button down as you pull (or drag) the file(s) to the E: drive.
- When you have files positioned in E: drive, left go of mouse button.

5) Drag files into the E: drive and drop. You can remove CD and then use it again. CD can be re-written on.



- 6) Files are NOT actually on the drive until you click “Write these files to CD” on left side of window.
- 7) If you decide you don’t want the file you have copied to the CD, you can delete the files in the E: drive folder by clicking on the file and then clicking **“Delete Temporary Files.”**

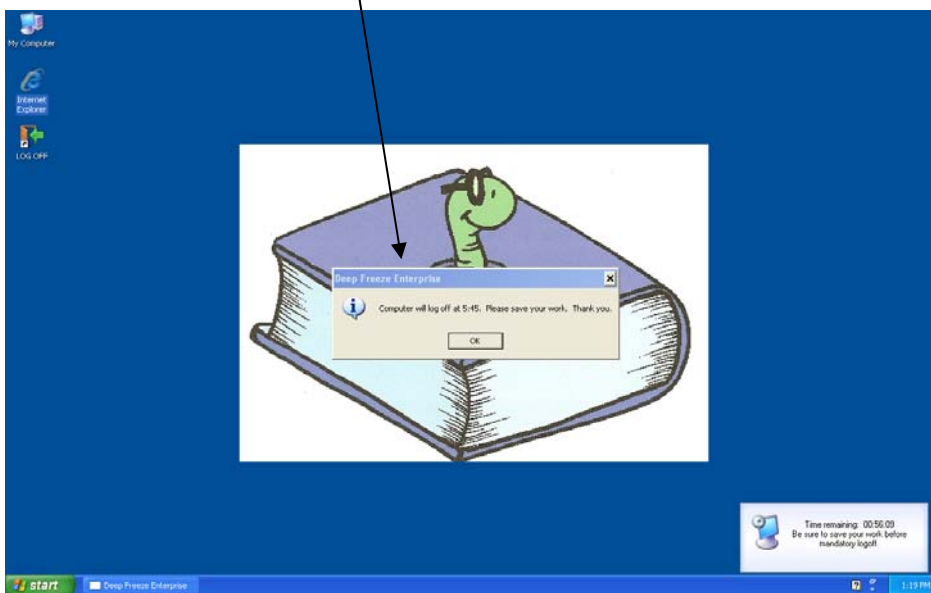
TO LOG OFF

When the teen is through with the laptop, he should lose all windows until only desktop is visible. Double-click on LOGOFF icon on the desktop. Laptop will log off to the Control/Alt/Delete screen.

Customer may then return to desk to retrieve his/her library card.



- Laptops will show notice at 10 minutes before the end of computer use for each day. At the set time, the laptop will restart (5:45 on M, T, W, TH; 4:45 on F; 12:15 on Sat.)



Laptops should be left at the control/alt/delete screen for maintenance to be performed during the night.