

## Student Laptop Computers – Backing Up Important Files and General Care



### Backing Up to USB Drive – some points

- It is important that students use the USB back up drive they have to save their important files for their subject notes and assessments on a regular basis.
- If their laptop has a malfunction close to an assessment being due, it cannot be used as an excuse for late submission of that assessment.
- If a sequence of backups has been done regularly onto a student's USB drive, the desktop machines in the College Library can easily be used to complete an assignment saved on the USB drive and to facilitate printing the assignment.
- It is wise to print copies of assignments **at various stages**, and keep notes made in compiling an assignment anyway - as proof that work has been done progressively on the task and as an insurance against technology failure.

A formal **Windows Back Up** can be done with the USB drive as the destination. In most cases, however, copying and pasting a folder containing important files from the laptop to the USB Drive is a more simple process and it is easier to reclaim a lost or damaged file this way for most students.

Students can consult their Technology Teachers in class if they need guidance on how to back up their important files to their drive, or see Mr Lin in the College Library most morning recesses or lunchtimes. A logical set of labelled folders is essential for laptop files and USB backups, so that any file that needs to be restored can easily be located.

### Google Drive:



– Web “Cloud” Storage using



- The Catholic Schools' **Cloudshare** system allows all students to have unlimited storage on their own **“Google Drive.”**
- This is “cloud based” storage via the Web that is a further insurance for important files, in case laptop and/or USB drive are lost, damaged or stolen. Students are very much encouraged to use this (and the Year 7 Boot Camp covered this means of storage).
- Students can upload their files to their Google Drive subject folders as another means of safeguarding them in case of laptop failure.
- The files also become accessible to the student **anywhere they have Web access using their CEnet login.**

- The **Teacher Dashboard (TD) system** used by the College also allows **teachers** to direct copy worksheets etc. for their whole class to the formal TD class subject folders in each student's Google Drive (so each student has a copy).

### **General Laptop Care – Some Points**

- Parents are asked to encourage their daughters to remember the following points and to comply:
- **The hard shell case must be used around the College and also between home and school – it is a condition of the leasing agreement.**
- Laptops should not be left on classroom floors/tops of lockers or out in the yard at school – students should place the laptop **in** their locker and carefully **lock it - for recess and lunch.**
- Laptops should be used in sensible locations; indoors preferably. Use in the school yard or outdoors at home can result in water damage (from rain or spilled drinks) or screen/chassis damage from mishaps like dropping or stepping on machines in the often crowded spaces – with all the physical activities associated with a busy school yard going on around any would-be laptop user(s).
- **Any damage/operating problem and repairs needed should be logged via our job-log system in the school library. (This is also an important condition of the leasing agreement – so the extended warranty on HP machines is not made void).**

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