



## **LHS Computer Lab Usage Rules**

Please remember that the use of any LHS computer is a privilege and we need your help in keeping the computers in clean and working order.

Any student found tampering with the hardware or software of a computer and choosing NOT to comply with the rules below, will be disciplined and could lose their computer privileges.

- Students are only allowed in the computer labs when a teacher has signed up for the lab and is present to supervise the class and their students' use of the computers.
- Backpacks should be put on the counters in the back of the room or tables in the middle of the room.
- No Electronic devices should be out in the labs- **IPODS, CD PLAYERS, CELL PHONES Etc..**
- Any student trying to gain access to a computer using another student's computer userID/password will be disciplined.
- Food, gum, and drinks (**Including water**) are not allowed in the computer labs.
- No games, applications, or programs are to be downloaded from the Internet, or installed on the LHS computers.
- Students are not allowed to use any instant messaging program to chat with their friends, peers, or family.
- Students are not to use or download e-mail programs.
- Students with teacher permission may use email accounts for special assignments given by the teacher
- DO NOT roll around the rooms on the chairs, or dis-assemble the chairs.
- Any problem with a computer must be reported to the student's teacher, who will in turn report the problem to the technology support staff in **A211**.

*Thank you in helping us keep the computers at LHS clean and operational for all to enjoy!!!!*



# LHS Computer Lab Basics

## Legacy High School



Welcome to the LHS Computer Lab. These computers have been equipped with the hardware and software required for you to create documents, presentations, and provide you with access to the Internet when needed.

Students are expected to comply with the Computer Use and Internet contract they signed at registration. Any student who chooses NOT to comply, may lose their computer privileges and access.

### **STUDENT'S LOGON ACCOUNT:**

Each student is assigned a username and password to allow access to the LHS computer network, applications, and printers. **USER NAME: STUDENT ID # WITHOUT LEADING ZEROS**

**PASSWORD: LehBMBDDY (Birth Month-Birth date-Last two of birth year)**

*If you have a problem with your log in please see the technology staff in A211*

### **STUDENT'S HOME FOLDER:**

Each student has been assigned an H: 'home' folder located on one of the school's servers and is provided as a tool for each student to use, to store their **school-related files**. The H: Home folder is backed up on a daily basis and has permissions to only allow the assigned student access to their folder. A student's H: folder is accessible from any computer on the LHS network, which allows students to work on their assignments from any student use computer in the school.

The student's H: folder is stored on the server to allow a centralized and secure location of the student's files. The servers are backed up daily. Any and all information stored on the server is deemed district property and could be monitored, reviewed, or deleted if found to be inappropriate, dangerous, or virus-infected, and the responsible student will be disciplined and could lose their computer privileges.

### **TO SAVE A FILE TO THE H: HOME FOLDER:**

Once the student has successfully logged on to the computer using their userID and password, they can then create a file and when they are ready to save the file:

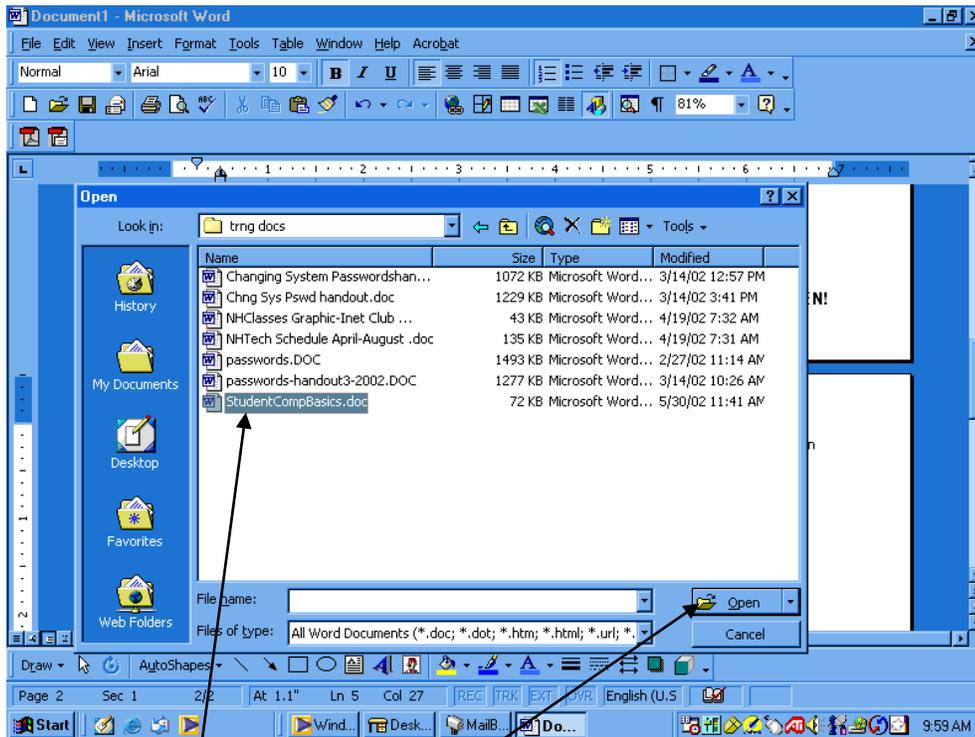
1. Select File Menu > Save
2. Use the pull down menu to locate the drive labeled H:-This is your H drive
3. Type the desired **name** of the newly created file. Click on the Save button.

The file is now saved in the student's H: folder on the network server. **REMEMBER – SAVE OFTEN!**

### **TO OPEN A FILE STORED IN A STUDENT'S H: HOME FOLDER:**

Once the student has successfully logged on to the computer using their userID and password, they can then access and open previously saved files in their H: folder.

1. Start the application (i.e. Word, PowerPoint, etc.)
3. Select **File Menu > Open option**



4. **Highlight** the desired **file** in the list.
5. Click on the **Open** button  
(or double-click on the desired file to open it).
6. Continue to work on the file, remembering to save often, to save your changes.

### **PRINTING:**

There are laser printers in each computer lab and in the LMC. The printers are available for students to print their work when required by their teacher. Since students are not to be 'surfing' the Internet, only school-related documents and files should be printed on the school's printers. Any student found printing NON-school-related files or pictures on the schools printers will be disciplined and could lose their computer privileges.

When a student retrieves their hard copies or printouts from the printer, they should place all other documents/files in a neat pile near the printer so other students can look through them to find their printed files. Any student found tampering with other people's printed files will be disciplined and could lose their computer privileges.

The color laser printer in the LMC is only attached to specific computers and should only be used when a teacher has required an assignment be printed in color. Any student found printing NON-school-related and non-color required assignments to the color printer will be disciplined and could lose their computer privileges.

REMEMBER: The computers and printers in Legacy High School are provided for the students to use to complete assignments and school-related projects. Any student found using the computers or printers for non-school-related purposes (i.e. pictures off the Internet, games, cars, celebrities, cartoons, etc.) will be disciplined and could lose their computer privileges.

### **USING USB Flash Drives: ALWAYS SAVE TO YOUR H:DRIVE BEFORE SAVING TO A FLASH DRIVE**

Many students save their files onto a Flash Drive and take it home to work on it. To Save to a Flash drive plug your USB drive in the computers USB Port.

Select

#### **File Menu > Save as option**

Use the drop down menu to find the letter drive of your flash drive some are named E some G.

Highlight the drive and name your document.

Hit File>Save and save your document to your Flash.

## REMEMBER – SAVE OFTEN

### **Public Drive:**

The public P: drive is available to hold files/documents on a temporary basis and anything and everything on the Public folder could be deleted at any time.

The information stored on the P: drive is just that, PUBLIC, meaning anyone and everyone can view, read, modify, or delete it.

The public folder contents will be deleted on a regular basis without warning.

There are two main folders in the Public drive: Teacher and Student.

- The Student folder contains sub-folders for each teacher and is the place where students can store or turn-in their assignments. Both students and teachers have access to the Student area. Students are not to create their own folders on the P drive. Students should only save things in an already created teacher folder.
- The Teacher area contains a sub-folder for each teacher and is the place where teachers can post their assignments, rubrics, instructions, etc. Students have read only access of the information in the Teacher folder, while teachers have full access. The Teacher area of the public drive will be secure and exempt from regular cleaning/deleting of contents.

## ELECTRONIC NOTE TAKING

- Make sure when using the Internet for research you are taking electronic notes and not printing all the information on a web site.
- Highlight the information you want. Copy Ctrl>C /Right click and click copy/or Edit on the menu>copy.
- Open a Blank Word Document hit Ctrl>V/right click and click paste/or Edit on the menu and click paste. This will insert the text into a word document.
- Save to you H:/Drive

