

# Important Laptop Information for Students

## **Need some help? Try the school website.**

The PMS website is a great web site for students – here you'll find several student training videos, as well as tips to help you keep your laptop organized. Visit the site and add it to your bookmarks for future use!

<http://www.henrico.k12.va.s/ms/pocahontas/index.html>

## **Property of Henrico County Public Schools**

You should remember that your laptop is the property of HCPS and is issued to you for instructional use. Please do not draw, color on, or remove your nametag or other security tags. Any attempt to deface or destroy a laptop or tamper with its software configuration will result in disciplinary action.

## **Charge your laptop**

You should charge your laptop at home every day! If your charger doesn't work properly, please bring it to the Help Desk.

## **Think before you link**

Your Internet usage is monitored at school. Each website you visit is logged on your laptop whether you are at school or away from school. If you are visiting sites that are not school-related, your parents will be notified and disciplinary action will occur.

## **Fixing the Date and Time**

It is normal for your date and time to be wrong when you are away from school. The laptop will automatically set the date and time as long as you are connected to the school network. Restart your laptop at school; in about 10 minutes your date and time will be fixed.

## **Back up you work**

Backing up your schoolwork is quick and easy if you get into the habit of backing up each time you created something important. Make sure you back up your work at least once a day.

## **Help Desk FAQ**

### **When is the Help Desk open?**

The Help Desk is located in room 2807 and is open to help! Before taking your laptop to the Help Desk in the morning, you should ask your homeroom teacher for permission. If possible, be sure to back up your work before visiting the Help Desk.