



HP laptop device information

At Lumen Christi College each student is supplied with a college owned laptop to support their learning at school and home. The College operates a three-year lease program and the cost is included in the annual fee statement. Students receive new devices at the beginning of Year 7 and the beginning of Year 10. Students keep their laptops at the end of Year 12. Please note, students that do not continue through to Year 12 will be required to return their device to the College.

All laptops are equipped with a multiple point touch screen, stylus and a fold back screen to operate in tablet mode.

Device management

Devices are an essential learning tool. Students must bring their device to school each day, fully charged. The device must be used in a responsible manner, reflecting the [Student Code of Conduct](#).

Student Passwords: The College sets student passwords which are provided to parents. Parents are encouraged to use their child's device and engage with their child's learning programs. Students will be issued with their own logons to the learning management system, SEQTA, where they have access to their timetable, an overview of lesson content, assessment outlines and assessment marks.

Parent Portal: Parents will be issued with their own logons to the learning management system, SEQTA, where they can access timetables, an overview of lesson content, assessment outlines and assessment marks.

Password Changes: If students or parents need to request a change of password, they can do so by contacting the ICT Helpdesk by email at ICT@lumen.wa.edu.au.

Software and resources

While at the College, students will have access to the full suite of Office 365 and Adobe products as well as a suite of online learning portals and resources.

Students should access the [Digital Pathway document](#) to learn more about how to use these products to support their learning.

Students are not permitted to modify any system settings that will interfere with the operation of the device, or the ability of the College to communicate with the device for the purposes of updates or monitoring.

To use tablet mode

Place hands on the LCD panel and keyboard. Lightly rotate the LCD panel around until it touches the base of the keyboard. Take note to not use excessive pressure on the LCD Panel.



Using the stylus

Students have one of two types of stylus available depending on their academic year:

1) Rechargeable

Two styles of rechargeable are available: one using a USB charge cable, the other using a charging cradle.
Note: Only ever charge your stylus from your computer USB ports and never from a mains supply.



2) Battery

Battery stylus utilises an AAAA battery, which typically will last one to two terms (replacements are available from the ICT Helpdesk).



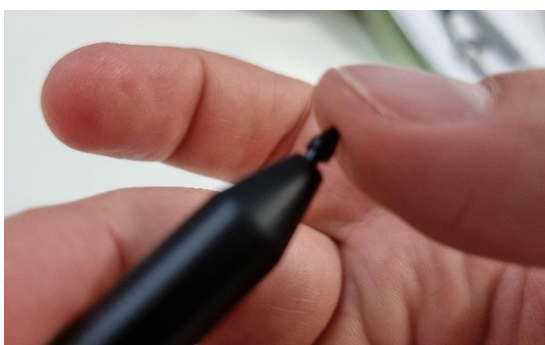
Stylus nib replacements

The plastic nibs over time will wear out. The College supplies a replacement nib(s) at time of laptop collection as well as a tool to safely remove the stylus.

To remove a worn stylus nib gently squeeze the removal tool over the base of the nib and gently pull away from the base.



Once removed, gently push the replacement nib into the recess.



Care and maintenance

Students are responsible for the security and use of their device. When not in use during the school day, the device must be secured in the student's locker. Students must take their laptop home each day. The College takes no responsibility for the device being damaged or stolen if it is left at the College overnight.

The first level of protection for the device is the College laptop bag. The College supplies Targus carry cases that are designed to protect laptops from light knocks and drops. Students are required to use this case to transport their device when not being used i.e. between classes and to and from school. The cases are covered under warranty from any manufacturing defect and can be replaced by visiting the ICT Helpdesk.

For continued performance and stability, students should use their laptop in enclosed dust free environments such as classrooms and never use their laptop in and around water, high dust or in direct sunlight for any period of time.

For optimal performance we recommend keeping laptops clean and free of dust and debris. To clean the device, we recommend using non corrosive wipes such as baby wipes or alcohol wipes (perfume and additive free), which can be used on all components including the screen, followed immediately by a microfiber cloth to remove any remaining residue.

Brands that are safe to use:

Baby Wipes

- Huggies Fragrance Free Baby wipes
- CUB Biodegradable Fragrance Free Baby Wipes
- Curash Water Wipes

Alcohol wipes

- Any brand containing no more than 70% isopropyl alcohol and no other additives

Battery care

For school work use, the supplied College laptop will operate for all school periods with the internal battery. It is the responsibility of students to ensure they bring in their device fully charged every day. However, if the battery is running low, a charging booth is available in the Discovery Centre for students to use.

Warranty and Damage overview

In most instances, if the device is not functioning correctly, students should restart their laptop. We recommend for trouble-free use that this be done at least once a week. If the device continues to behave irregularly students should return it to the ICT Helpdesk for assessment. The ICT Helpdesk will repair or replace the device and allocate a loan unit while repairs are carried out.

For accidental damage there is a charge of \$100 payable for repairs to cover insurance excess. Should a device be intentionally damaged, or there are several incidents of accidental damage to their device by an individual student, a larger excess may be charged.

What to do if your device is making irregular noises

Turn the device off and return it to the ICT Helpdesk for assessment. Irregular noises can be an indication of a failing or about to fail component which can lead to loss of work or more serious repairs.

What to do if you lose your device

If a student loses their device while at school, they must report this to the ICT Helpdesk immediately. If they lose their device while not at school, the student/parent must report this to the Police and to the ICT Helpdesk as soon as possible. Loss of a device during normal school hours will be covered by the College insurance. An excess of \$100 will be charged to parents. Loss off the device offsite will not be covered by the College insurance. Parents are advised to include the device on their home and contents insurance.

What to do if you get your device wet

Immediately turn the device off, place upside down and let the water drain. Use a microfiber cloth and pat dry visible residue and return it to the ICT Helpdesk for assessment. Do not turn the device back on.

What to do if your device catches fire

If safe to do so: immediately turn the device off and place it outside on a hard-concrete surface away from any ignition sources. If you have a fire blanket near and it's safe to do so, place the blanket over the unit and/or use a dry chemical extinguisher suitable for lithium batteries. Leave the unit.

Note: Lithium batteries can explode and produce toxic gasses. If not safe to place outside vacate the area and contact the fire department.

Further information and where to get help

Parents and students requiring further information about our device program are encouraged to contact the ICT Helpdesk:

Via email: ICT@lumen.wa.edu.au
In Person: College Discovery Centre
Via Reception: Telephone +61 08 9394 9300