

# STUDENT COMPUTER GUIDE 2009

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## STUDENT COMPUTER GUIDE

### 1. Introduction

This Guide provides information about using student computers at Shepparton Campus. You should read this entire Guide before attempting to use the campus computer system and network.

The Shepparton Campus Computer Laboratory is provided as a service to students for the purpose of assisting them with their studies. Equipment must not be used for any other purpose, such as personal, private or business use.

#### Duty of care

The availability of computers to support your studies depends on YOU. You should...

- ☺ **respect the computer equipment as property of the University, handle it with due care and use it in accordance with the instructions in this Guide**
- 🖨 **use equipment only for approved purposes 0 avoid careless or abusive actions observe that food and/or drink are not permitted in the laboratory at any time.**

## 2. Computer Laboratory

The Shepparton Campus Computer Laboratory is located on the 2<sup>nd</sup> floor in the Cowley Building, Room C201. During semester, the laboratory is open at the following times:

Monday to Thursday 9:00am to 9:30pm Friday 9:00am to 4:45pm

Outside of semester dates, the Computer Laboratory will be open by arrangement. The Computer Laboratory is not open on weekends, and dial-in access is not available.

The laboratory is equipped with 20 core 2 Intel computers, with 2Gb of RAM, a DVD-ROM drive, and in-front USB2.0 ports.

## 3. Computer accounts

Access to the University's network is restricted to currently enrolled university students. You will automatically be issued with a username and password on enrolment, and details will be shown on your Statement of Account. The same username and password will be needed to access StudentOnLine, The Learning Management System and Email.

0 You are solely responsible for the use of your computer account. You must not disclose your password to anyone else, allow others to use your computer account, or use a computer account that is not your own. Failure to comply with these requirements may result in your computer access being disabled.

## 4. Logging in

- i) Turn on the computer using the power switch on the front of the casing. If the computer is already powered on, press CTRL-ALT-DEL as prompted.
- ii) When the logon screen appears, type in your username and password, make sure the domain shown is STUDENTS, then click OK (or press Enter).
- iii) You should now be logged on to the Students domain.

## 5. Logging out

When you are finished working at the computer, you must log off the computer. Leaving a computer logged in could allow another person to access your folders on the network and your email. The steps to follow are...

Click Start. From the Start menu, choose Shut Down. From the Shut Down Window dialog box, choose one of the following:

If others are waiting to use the computer, choose "Close all programs and log on as a different user."

If you wish to power off the computer, choose "Shut down the computer."

After making your decision, click OK, then follow any further instructions on screen.

## 6. Operating system

The computers operate under one of the La Trobe Standard Operating Environments. For Windows PCs these are Windows XP and Windows Vista. Any files you create will be compatible between these two operating systems.

## 7. Software

Each computer has the following applications installed:

- Microsoft Office (Word, Excel, Access, Powerpoint)
- MYOB Accounting Software
- SPSS (for statistical analysis)
- Sophos Anti-Virus Protection (to detect, remove and repel computer viruses)
- Internet Explorer (World Wide Web browser)

Use desktop icons or the Start menu to start the programs you need.

### Points to note...

© You should learn how to use correctly the software you require – on-line Help is often a useful starting point. In

some subjects, you will receive instructions in the use of specific applications.

**0 Do not attempt to install any software of your own, including wallpapers, screensavers or materials downloaded from the internet**

0 Do not attempt to alter or modify any settings associated with computer software or hardware.

## **8. Storing files**

There are two (2) main storage options for user files...

i) **USB Memory** – you will need to supply your own USB memory device. Use USB memory to transfer files from one location to another (e.g. between home and university). **Do not use USB memory as the sole location for your work or as a working directory.** USB memory is not reliable and you easily corrupted. Transfer files from your USB memory device to the network drive (see below) before you use them. It is also a good idea to print your documents at regular intervals.

ii) **'My files' or network drive (H:)** – files you wish to access at a later date can be stored here (on the STUDENT server). A limit of 20Mb, per user applies.

☉ Always keep your own separate copy of files stored on the network. Network drives are backup up regularly but corrupted files are not always recoverable and if recovered may not include recent changes.

0 Do not store files you wish to keep on the computer's hard disk (Drive C or Drive D).

**These files will automatically be erased on logging out.**

## **9. Printing**

A Hewlett Packard LaserJet 4100N is provided for student printing; a charge of 11¢ per page applies (computer laboratory and library). Costs are calculated automatically according to the number of pages printed from your computer account.

If you expect to print regularly on university printers, you should increase your print credits regularly. This may be done in \$5 increments only, and unused credits will not be refunded. Payment by cash or cheque only, accompanied by a duly completed Print Credits Form, may be made at the Campus Administration office during office hours (10am–12.30pm and 1.30pm to 4pm, Monday to Friday). After hours payments may be left with the loans desk in the library or mailed to Campus Administration.

Print credits will be registered to your computer account after payment has been received and processed by Campus Administration (normally within one full business day). Paper supplies may be obtained from the Campus Administration Office during normal office hours or after hours from the library.

Students can check their own print account balance via a desktop icon provided with student logins. To avoid being denied access to printing, please ensure you make satisfactory arrangements in advance to maintain print credits at a level consistent with the volume of printing you expect to carry out.

### **How to load paper into the printer...**

- i) Pull the Paper Cassette (at the base of the printer) straight out of the printer.
- ii) Slide a stack of paper (quality A4 size only) into the tray until the paper is in solid contact with the rear of the tray.
- iii) Press down on all four corners of the paper stack to ensure that the paper rests flat in the cassette and fits under the front metal holders and below the back tabs. Do not overfill the cassette.
- iv) Slide the Paper Cassette back into the printer.

Do not attempt to remove the Paper Cassette while the printer is printing, as this will cause the printer to jam.

If a paper jam occurs, please contact Campus Administration for assistance.

## **10. Using the World Wide Web**

The World Wide Web can be a valuable source of study related material. It is also a source of vast amounts of other material that is not study related. The campus is now charged for the volume of internet traffic it generates. Simply browsing a site involves transmission of information and incurs costs to the University and campus.

If you wish to browse the World Wide Web on campus computers, you must comply with all appropriate University regulations (see below) as well as instructions in this Guide. Amongst other things, this means that

- ☹ **you may only browse the web for study-related purposes**
- ☹ **the use of Internet Chat/Messenger is strictly forbidden**
- ☹ The campus incurs costs for use of the web according to the volume of material downloaded. If these costs become excessive, use of the web may be severely restricted (as it already is at many other universities). In cases of deliberate misuse it may be necessary to cancel individual computer accounts, and deny or restrict web access. **In the interests of all users, please confine your use of the web to legitimate study-related purposes.**

## **11. Email**

Students may use email on university computers. However, only authorised University email accounts can be used. All students are automatically assigned an email account; your account details are printed on your Statement of Enrolment.

To log in to the University's email service, click on the Email link under "LTU access only" from the Students home page - <http://www.latrobe.edu.au/students>.

**E-mail accounts held with external providers (such as Gmail and Hotmail) must not be used on University computers**

## **12. Computer Regulations**

Use of University computers is governed by strict regulations. These regulations can be found on the University web site at:

<http://www.latrobe.edu.au/ict/policies>

All students must read these regulations before using a University computer. In using your account, you acknowledge that you have read the regulations and agree to abide by them. There are strict penalties for failing to comply with these regulations.

All students must also read and agree to abide by the University Internet Code of Practice. This can also be viewed at <http://www.latrobe.edu.au/ict/policies>