

Daily Routines (Do's and Don'ts)

DO:

1. Do use the same laptop you used before. If you used multiple laptops, try to use the same ones every time.
2. Do sign on at least once when on the network if you are taking a loaner laptop home with you.
 - a. This will ensure you can logon when not on the network. You will not be able to logon otherwise.
 - b. If you need Outlook or offline files to be available, make sure you test that before you leave.
 - c. Laptops may require time to make all your files available offline, so plan for time to allow this.
3. Do shutdown laptops when you are finished using them every time (except end of the week after the end of last class).
 - a. **We no longer want people to leave them on all the time.** This is true for students and staff.
 - b. This is true for each class unless you are using the same computer in your next class (i.e. for students).
 - c. This ensures that if it is not reconnected to power, the battery will remain charged for the next user.
 - d. This ensures frequent restarts, which will help to keep the computer running well.
4. Do put it back as you found it (or put it back how you should've found it!)
 - a. Reconnect laptops to power immediately when finished.
 - b. If storing in a cart, ensure cart power is switched on and cart is plugged into suitable power outlet.
5. Do reconnect laptops / carts with laptops to power before lunch to provide an extra charge over the lunch hour.
6. Do reconnect laptops / carts with laptops to power and confirm each to be powered off at the end of every day (EXCEPT FRIDAY).
7. **At the end of each week, last class:** Do leave all laptops POWERED ON, connected to power, and at the logon screen. Ensure the laptop is not logged on by any user. This is to allow new software and updates to be deployed over the weekend.
8. Do send all large volume print jobs to the Xerox Docucentre in advance. [Send PDF files to Xerox Docucentre for printing to this email.](#)

DO NOT:

1. Do not respond to or click any links found in any emails that claim to be sent from us, from a GPPSD staff, etc. that are asking you for sensitive information (e.g. validate your username or password, adjust your quotas, or reply to some invoice or other attachment).
 - a. We will not ever ask you for your account credentials because we can just reset them if needed.
 - b. **We will never ask for you to verify any sensitive information by email.**
2. Do not leave your computer unlocked when you step away from your desk. **Press Windows + L to instantly lock your computer.**
 - a. **Leaving your computer unlocked while you are not there invites malicious software to be installed on your computer, such as keystroke logging software that will capture your passwords and banking info.**
 - b. If you will not be coming back, SIGN OFF, do not lock.
 - i. Be mindful of leaving the computer in a state that is ready for the next person to use it.
3. Do not leave laptops unsupervised. Take every effort to secure your room by closing the door. Laptops are an easy target for theft.
4. Do not keep laptops on when they are not being used.
 - a. The last thing any laptop user should do is perform a shutdown and reconnect it to power directly to the wall, or in the appropriate cart (that is checked to be connected to wall power too).
5. Do not allow laptop batteries to drain completely by leaving away from power for a long period.
 - a. If laptops will be stored for a longer period, it's best to advise IT.
 - b. Leaving power at approximately 40% will provide the best long-term storage battery life. However, for short timeframes, please leave connected to power.
 - c. An extended drain may require the laptop to be reconnected to power for up to an hour before normal operation will be restored.
6. Do not disconnect laptops that are connected to interactive TVs and SMARTBOARDS. Instead, see your office to sign out a laptop if you need one.