

Kent Pledge Laptop Information

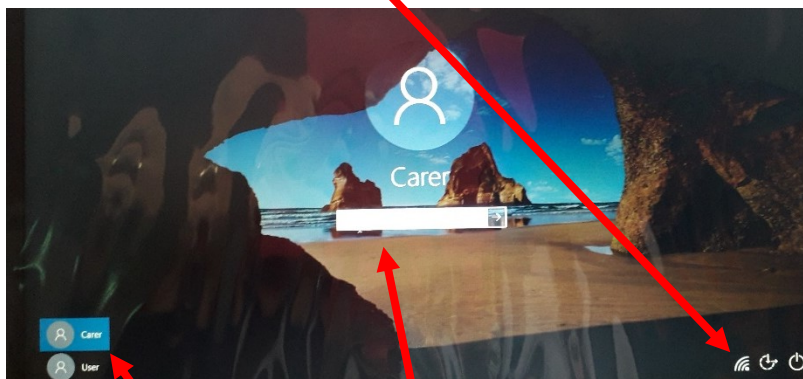


We would be grateful if you could email this information to; VSKAdmin.Brook@kent.gov.uk or VSKAdmin.Worrall@kent.gov.uk
This information will be securely stored and will only be issued to the young person's foster carer

Young Person's Name:	
Laptop Serial Number:	
Net Intelligence Activation Key:	
Net Intelligence Username:	
Net Intelligence Password:	
Email Address:	

Turn on Laptop

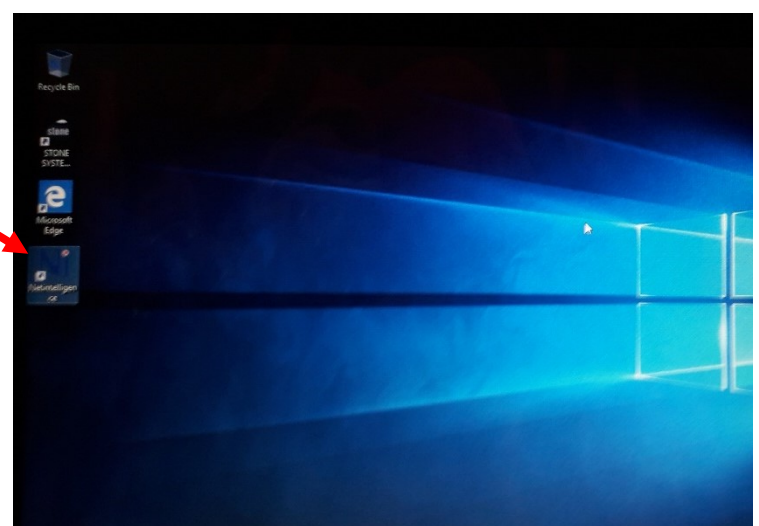
Connect to the internet



Click on Carer

The Carer's password is '**stoneadministrator**'. This is permanent and cannot be changed.

Double click to open Net Intelligence. If this does not open, log out of the computer and restart.



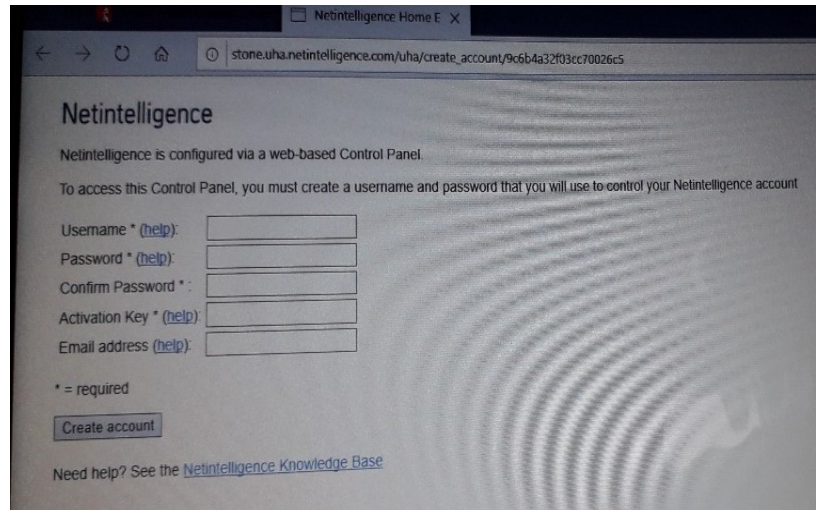
Please create a Username (Something that is generic and could be forwarded onto another carer)

Create a password (Something that is generic and could be forwarded onto another carer)

Confirm password

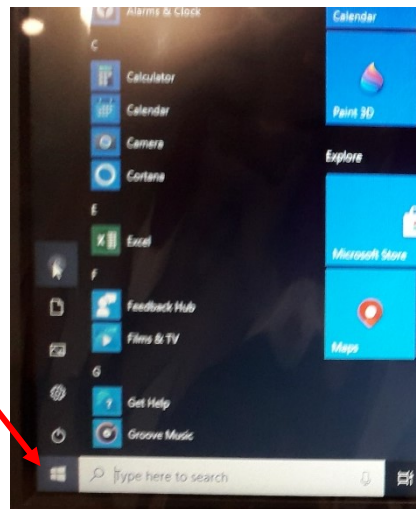
Insert Activation Key listed at the start of this document

Insert your email address

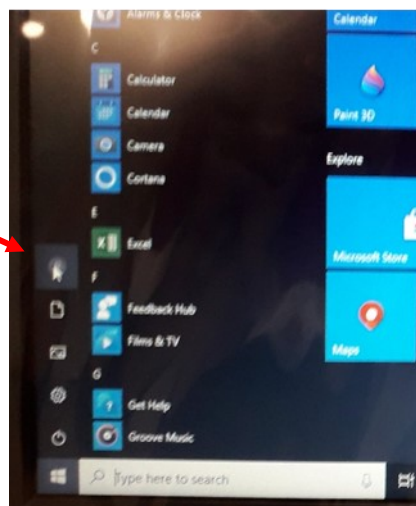


Please record all this information at the top of this document in the sections provided for your records and email as requested.

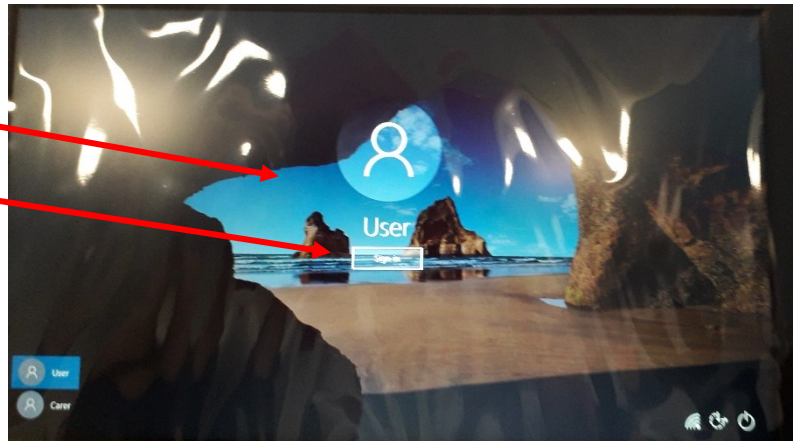
Press the Windows Button / Start (Bottom left hand corner) and this screen will appear



Click once on the Carer button

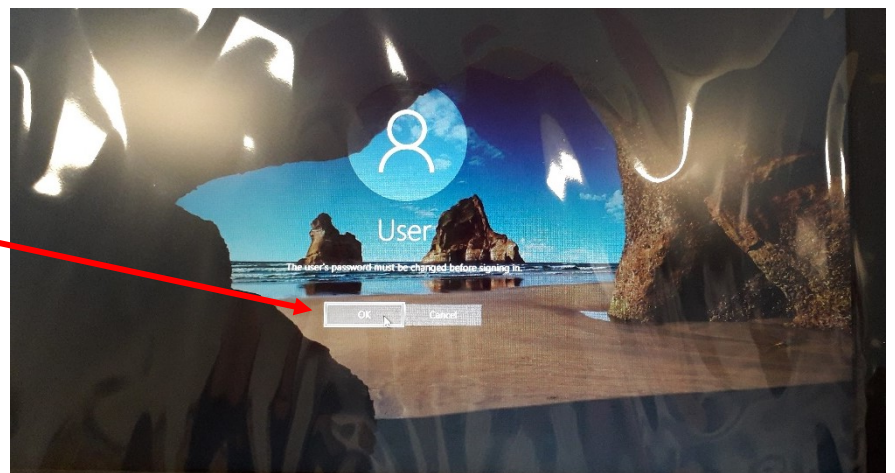


Select User
Click on the Sign In button



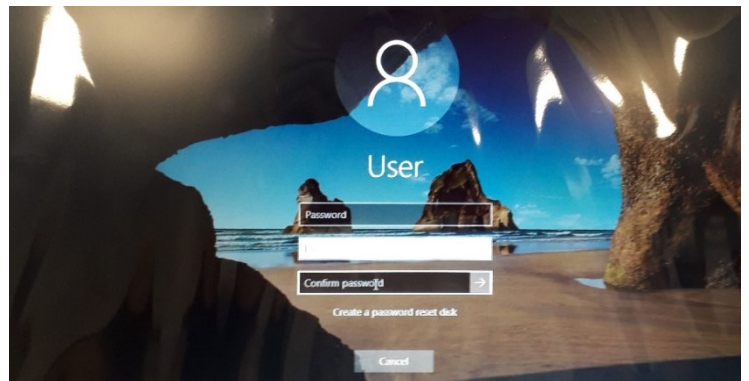
Click on OK

Could we suggest that you involve the young person with setting up their password



The first box is to be left with the word 'Password' in it. (This must not be changed)

You or the Young Person need to create a password in the 2nd box and then confirm / repeat the password in the 3rd box.



The Young Person's access has a 42-day password re-set feature, so passwords will have to be updated within at least 42 days of first being created.

Set up the password to something the young person can remember, but when changed, is something very similar, (e.g Apple01 can be changed to Apple02)

**This laptop is now ready to use and can be passed over to the young person
Please remember to log out of the Carer's account and the young person must not be given any passwords except the user password**

How Net Intelligence works

- Netintelligence detects the names of Windows users on your machine. For each Windows user, there will be a corresponding Netintelligence user.
- You can add a more meaningful name for each user, by typing the new name into the 'Change if required' field alongside 'Username' and clicking the 'Save Changes' button.

- You can change whether a user is to be monitored by selecting either 'Yes' or 'No' under the 'Active?' and 'Record Data?' columns.
- **'Yes' must be selected for 'Active' and 'Record Data' at all times before allowing the young person to access the laptop.**

Active?		Record Data?	
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No

- When you first install Netintelligence, it will use its default web blocking rules to protect users. These rules block web sites that have been classified as Adult, Gambling, Threats, Drugs, Hate and Violence, and Social Networking.
- These rules also block applications which have been classified as Newsgroups, Peer to Peer, Email, FTP, IRC, Webcam and VOIP. This means that you don't need to do any other configuration to Netintelligence to get general web blocking protection working.
- **All of these boxes must be ticked before allowing the young person to access the laptop.**

All users of the machines you select will be blocked by Netintelligence whenever they try to access a website that belongs to a category that you have blocked.

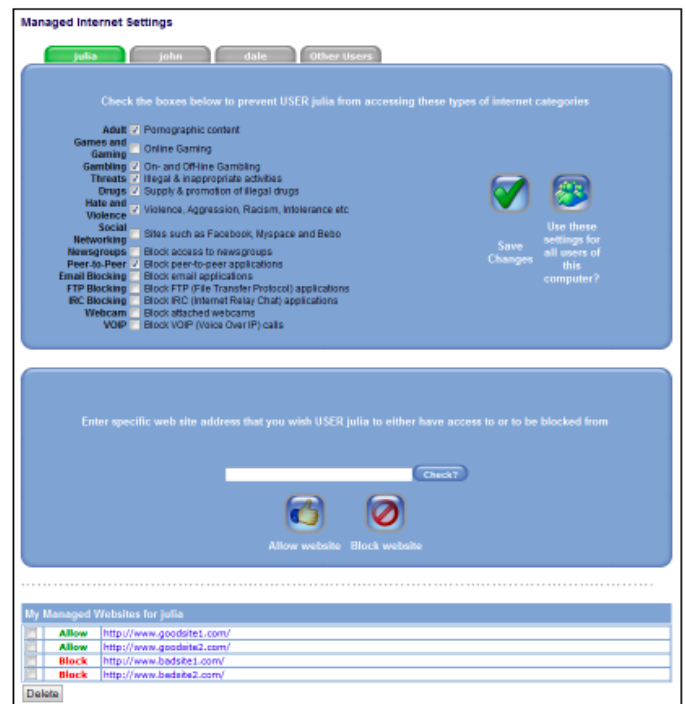
When you have made your selections, click the 'Save Changes' button.

In Netintelligence, you can decide which websites, or types of website, that the user cannot access. This is done using the 'Managed Internet' feature.

- In 'Managed Internet', there are two main things you can do to restrict Internet access:
 - You can restrict whole categories of website
 - You can restrict (or allow) particular websites, or parts of websites

To select a category which you don't want a particular user to access, do the following:

1. In your Netintelligence Control Centre, click on the 'Managed Internet' button. This screen will be shown.
2. Choose the computer that you want to apply the restrictions to, by clicking on the computer name tab at the top left of the screen.
3. Choose the user that you want to apply the restrictions to, by clicking on the user name tab (under 'Managed Internet Settings'). To block a category of website, check the box of the category, by clicking on it.
4. Click the 'Save Changes' button. Now, when the user tries to visit any site which has been classified as belonging to any of the checked categories, access will be denied, and his or her web browser will show a 'blocking' page.



- In the 'Managed Internet' screen (as shown previously), you can type the address (URL) of websites which you want to prevent this user from accessing. Type the website which you want to block, in the box provided. You can check that the web address you have typed is correct, by clicking the 'Check' button. This will open a new web browser window for the address you have entered.
- You can add the web address you have entered either to the user's 'Block' list, or to his/her 'Allow' list.



- Click on the 'Block website' button. You'll now see that the web address you entered has been added to the list, showing 'Block' in red, which tells you that the user will not be able to access this website.
- Clicking on the 'Allow Website' button would mean that the user would be allowed access to this website no matter which blocked category the website might be classified as belonging to.
- You would use 'Allow Website' whenever you wanted to use a blocking category, but make some exceptions in that category.

Software updates

- The laptop needs to be kept up to date so it is important that the anti-virus software and Microsoft updates are applied. The laptop will tell you when it needs to be updated.

Further Help and Support

- The laptop comes with three year's onsite support which is provided by Stone Computers on **01785 786700** from 9:00 to 20:00 Monday to Friday and 10:00 to 17:00 Saturday and Sunday (excluding bank holidays). Please have the serial number of the laptop and quote Virtual School Kent when you call. The carer must be present for all telephone calls and onsite visits. Call back request can also be organised via Stone's website;
<https://www.stonegroup.co.uk/contact/raise-support-ticket/>

Repairs to the laptop

- Carers are asked to provide the same oversight in respect of the care of equipment provided, as they would their own belongings. Costs incurred for repairs caused as a result of wear and tear, will be met by KCC, but repairs caused as a result of accidents, neglect, or carelessness need to be covered by carer's household insurance.

Disposal of Laptops

- New legislation came into force in 2007 to cover Waste Electrical and Electronic Equipment (WEEE) which includes Data Protection, Duty of Care and Hazardous Waste Regulations. ICT equipment is built using a number of hazardous materials including lead, cadmium and mercury which can pollute our land, water and air.
- Simply deleting personal files from the laptop isn't effective – files that have been placed in your recycle bin or permanently deleted can still be relatively easily retrieved.
- **Please return the laptop to VSK or book a collection via the link below to arrange safe and secure disposal of any end of life laptops.**

<http://www.stonegroup.co.uk/recycling/book-a-recycling-collection/>