

SOA Club Laptops Scheme 2007

Background

The SOA has acquired 6 laptop computers to be used by clubs as development tools, to improve the quality of events and to raise the skill levels of club members.

Document Purpose

This document describes how the scheme will be implemented. It was drafted by Hilary Quick, SOA Assistant Professional Officer, and reviewed by various individuals who will play a key role in the implementation of the scheme.

These usage notes will be reviewed from time to time. Printed copy of the current version will be kept with each laptop

General

In producing these notes, we acknowledge that there is no point in creating rules which are inconvenient and unenforceable. **The principle underlying use of these laptops relies on respect (for the equipment and for each other's requirements), reasonable behaviour, and good communications.**

The SOA will not provide any user support. The SOA accepts no liability for any loss that might arise through use of the laptops.

Allocation

All the laptops will remain the **property of the Scottish Orienteering Association**. Software supplied with the laptops (MS Works and Norton Anti-Virus software) is licensed to SOA, and all warranties are through SOA.

Each laptop will be allocated to a group of clubs:

Asset No.	Clubs	Computer Name
40	INT, ESOC, ELO, LINOC	East
41	TINTO, RR, AYROC, SOLWAY	South
42	TAY, KFO, FVO	Central
43	CLYDE, STAG, ECKO	West
44	BASOC, INVOC, MOR	North
45	GRAMP, MAROC	Northeast

(Allocations were made after consideration of geography, number of members, number of events, and other factors. These allocations can be flexible, so long as each club has reasonable access to a laptop.)

Clubs must share within their group. Occasionally, they will also be required to make “their” laptop available to a club outside their own group, particularly for major events including the Six Day Event.

Generally, the usual event hierarchy should apply, ie. C4 has priority over C5 in terms of laptop use. However, that applies only to the actual event day; clubs are expected to co-operate before and after event days.

We believe that if all clubs have the WILL to make the arrangement work, it will work. It will not be practicable for every club to have a laptop for every event, particularly when local series of evening events begin.

Usage

The laptops are to be used for orienteering purposes only; this can include club administration¹, event organisation and planning, and training of athletes or officials. Priority should be given to tasks that really require the laptop, eg. running an event. Activities such as calculating results should be done on another machine if possible.

The laptops must not be used for any private business (except where this overlaps with the club’s requirements, eg. mapping), and must not be used for any illegal activity, or anything that could bring the SOA or orienteering generally into disrepute.

Clubs should encourage **all** members to use the laptop, and should train as many club members as possible in the use of the laptop and its specialist software.

Care

The laptops must be handled with appropriate care at all times. Particularly:

- NO FOOD OR DRINK to be consumed near the laptop
- NEVER EXPOSE THE LAPTOP TO EXTREMES OF TEMPERATURE, such as could happen if it is left in a car, either on a sunny day or overnight in winter.
- NEVER PUT IT IN AN AIRCRAFT HOLD – if travelling by plane, you should take the laptop on as hand baggage.

Logon setups

On each laptop, a user logon will be set up for each club, plus one for other SOA (or 6 Day Event) use.

All logons will have full “Administrator” rights (so printer drivers, internet software and software updates can be installed by anyone).

No logons will have passwords; you must keep it this way.

¹ For reasons of Data Protection, you must NOT store members’ personal data on these shared laptops. This includes addresses, phone numbers etc..

Workgroups and other settings

Major events (eg. Six Day) might require some settings to be changed. Settings will be restored after that event, before the laptop is returned to the clubs.

Responsibilities

Each **club** will have a “Laptop Monitor”; one of these will also be the “Commandant” (one Commandant per laptop).

Laptop Monitors must:

- Liaise with each other to ensure maximum use of the laptop
- Know at all times which club has “their” laptop
- When their club has “their” laptop, know exactly who has it, and ensure that person understands these rules and guidelines
- Ensure that basic housekeeping is carried out on their club’s data space

In addition to the above,

Commandants must:

- Ensure that Windows and the anti-virus software are updated at least every month (the doing of this might be delegated to a monitor)
- Periodically check data files, and delete temporary files and any data files that have been saved in inappropriate folders
- Periodically empty the “deleted items” folder
- Act as the main liaison point with users and the supplier in the event of any difficulties with the laptop
- Report back to the SOA Executive on use of the laptop and contribute to periodic (annual) review of the scheme
- Co-ordinate any activities that require collaboration (and, potentially, expenditure) amongst the clubs
- Keep safely the installation disks, and make them available if necessary.
- Be obeyed.
- Nominate a replacement Commandant should they wish to stand down.

Initial Commandants will be:

East	Paul Caban
South	Dick Carmichael
Central	Brad Connor
West	t.b.c.
North	Keith Slater
Northeast	Graeme Verra

Application software

Only licensed software may be used on the laptop.

Clubs must have their own Condes licence. Condes has been installed on each machine, but it must be separately **registered** by each club in order to use the full version of the software.

OCAD is licensed to a specific user, so the full version should not be installed; however, the free, cut-down version may be installed.

Stewards may – AFTER CONSULTING THE COMMANDANT – install (or allow other competent user to install) any other software for which they have a valid licence; however, we recommend that you liaise with the other clubs before doing so. You must also record all installations in the LOG BOOK.

Data

Each laptop uses the standard Windows folder structure, which allocates a “My Documents” folder to each user logon (=club) under “Documents and Settings”.

You are advised to apply a logical structure to further sub-folders within your club’s folder, but that is entirely up to the club (or the Monitor, to be precise).

Other folders might be created for major events, but will normally be deleted before the laptop is returned to clubs.

Make sure you save your data in the correct folder. Each club is responsible for taking their own backups as and when they see fit. We recommend that at the very least, you back up your data to CD/DVD before you pass the laptop to a different club.

Every club is entitled to change or delete anything within their own “My Documents” folder.

All users must ensure that if you store any photographic images on the laptop, you comply with the relevant SOA policy.

If you install an e-mail front end (such as Outlook Express), it will be possible for other users to read e-mails that you have stored on the laptop. Do not store contact details, as this might contravene Data Protection legislation.

In addition to the above, on the “North” and “Northeast” laptops there will be an “Emit” folder on the root directory, with sub-folders for each club. (Emit requires such a file structure; only Emit files should be stored in these folders, and clubs must take backups as for their other data files.)

Logbook

Each laptop has a (paper) logbook. This comprises a USAGE log, a PROBLEM LOG and a CHANGE LOG.

Every user must record

- brief description of what they've used it for (to confirm usefulness of the purchase)
- ANY malfunction or difficulty – however minor it appears at the time; many problems are difficult to analyse if the pattern of symptoms is not recorded. Problems relating to the associated printer should also be recorded.
- All changes (eg. installing or upgrading software, de-fragmenting disk space) must be recorded.
- Any other information the Commandant wishes to have recorded

The logbook will also show name and contact details of Commandant and other Stewards (each responsible for updating their own details as necessary). It must be kept in the backpack along with the other bits and pieces (see below).

Storage and carriage

Each laptop comes with a backpack, which must always be used when transporting the laptop.

The logbook and cables should be kept in the backpack.

Each backpack is identified with a coloured ribbon, to avoid confusion.

Laptop Specification

The laptops are Dell Inspiron 640M 1.66GHz machines of identical configuration; they are powerful enough to run all current software packages that are expected to be required by clubs for orienteering purposes.

The configuration includes:

- facility to write CDs/DVDs
- wireless network capability
- 9 cell battery
- 60GB hard drive
- NO floppy disk drive
- 4 USB ports

They also have a slots to read memory cards from some digital cameras.

Pre-installed Software:

Windows XP Home SP2

MS Works 8.5 (you might want to install Sun Open Office)

McAfee Security Centre (15 month subscription)²

Adobe Reader

Corel Paint Shop Pro 60 day trial (not yet activated)³

² Clubs must liaise to extend this subscription

Printers

Inkjet printers (and cables) were obtained with the laptops. We acknowledge that these are not ideal, but as often happens with computers, they were part of the deal.

SOA will not supply inkjet cartridges.

SOA will not supply replacement printers if/when these fail.

Warranty

The laptops come with 1 year “collect and return” warranty. If you need to have your laptop attended to under warranty, please contact Hilary Quick (SOA Assistant Professional Officer).⁴

Replacement

There is no provision for replacement of the laptop or the printer. Clubs must make their own arrangements, either jointly or individually, for replacement as and when required.

Insurance

SOA has not taken out any insurance cover on these laptops. Clubs must particularly take care to avoid leaving them where they are likely to be stolen.

Warnings

1. The battery pack (9 cell rather than the standard 6, for the longer battery life) is slightly awkward in the way it slots into the machine. One was delivered with the battery shoved in crookedly, making it unusable. This has been attended to, but if the manufacturers can muck it up, mere users probably can too. You shouldn't need to remove the battery, but if you do, please take great care when replacing it.
2. On one side there's a little plastic spring-loaded knob/lever which you press to eject a dummy card; in one position it sticks out and looks as if it's just waiting to be snapped off.

Additional cable required

To attach the hardware associated with SI and Emit, you will need a serial/USB adapter; these will be supplied soon, and should be kept with the laptop.

HQ

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³ Clubs must liaise if they wish to install the full product

⁴ This detail will change from August 2007.