# Connecting a District Laptop to the District Network while Working from Home

Tips

1. If you plan on using a laptop that you haven't used within the last week: please **turn it on at work** (or anywhere with a district network connection), logon to your account, and make sure that you can access your network resources before you take it home.

2. The most important part of working from home is to remember to **shut down** your laptop when you leave the work site before you head home. You will be using your home WiFi for your internet connection.

3. Once at home, turn on your laptop wait until you see the login screen and **wait an additional 3 minutes before logging on**. When checking the wireless connections before logon, you should see Your Home Wi-Fi Network and School District 68 Direct Access with a status of Connected.

   Process: Select your WiFi on your laptop and "School District 68 Direct Access" should appear at the top
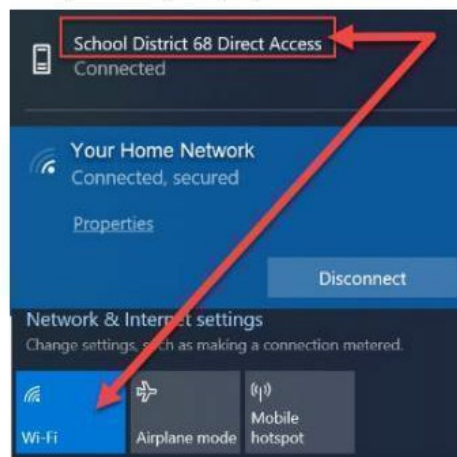
   Note: If you don't see "Connected" as a status, you won't have access to any SD68 resources, including the web page and the Intranet. If you are not connected, please shut down or restart your laptop and try again.

4. It is recommended that you **shut down your laptop** at the end of each day.

General Notes on Working from Home

1. All District Work From Home (WFH) equipment taken home will be in your care and custody. **You are responsible** for exercising all reasonable care to prevent abuse to, excessive wear, loss, or damage to NLPS owned equipment or materials entrusted to your care. Report any damage or loss of equipment to your supervisor immediately.

2. While working from home, the security and privacy of the information that you are entrusted with through your district-provided access are potentially placed at a greater risk of exposure than when working at the office. For this reason, **an increased level of security awareness and practices must be exercised**. For example:
    a. Exercise greater care with your passwords; Refer to these tips on password safety ([link](#)) and avoiding email scams ([link](#))
    b. Always secure and attend to your laptops and storage devices – don't leave them unsecured when unattended
    c. Always lock your desktop when stepping away from it, even for a moment: use (Windows key + L) to lock your screen without logging off
    d. Keep your assigned computer to yourself – it isn't to be shared with unauthorized users, even family members
    e. Report any loss or breach or privacy or security to your supervisor immediately.

3. **More detailed information** about working from home can be found on the NLPS IT website at the following link: https://www.sd68.bc.ca/information-technology/it-working-from-home/