

1. Welcome to Your Mac OS X Network!

Welcome to your school's new *Mac OS X* Network!

The heart of your new network system is a *Mac OS X* server, based on the industry-standard UNIX operating system, and configured to *Illawarra ICT Services* standards.

Included in the standard configuration of your new server are individual login accounts for every student and staff member in your school, along with personal Home folders for secure storage of personal documents, and Group shared folders so you can easily exchange documents with other users, or work collaboratively with others in your school.

Your new server is also configured to provide a school Intranet, with links to curriculum Internet sites, and an individual Intranet and e-portfolio site, so that every student (and teacher) can publish documents electronically.

Your new server also provides a *NetRestore* facility, allowing the easy restoration of network computers to their standard software configuration.

This document provides a brief introduction to your new, managed *OSX* network environment - how to connect to and use the services provided by your network.

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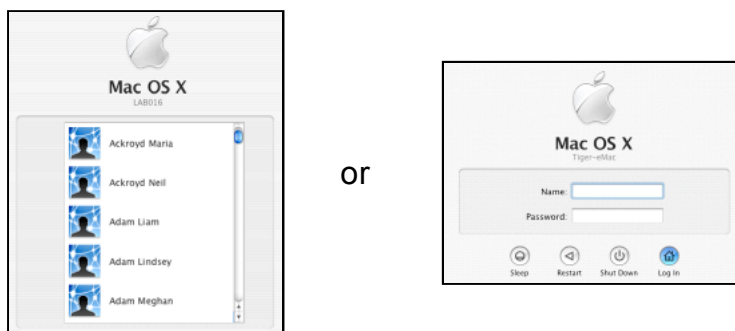
A number of other documents in this series provide a more detailed explanation of the setup and maintenance of various services offered by your server.

These documents are available at the *Illawarra ICT Services* web site.

1. Using Your Network

1.1. Logging on to the network

Depending on your school's preference, students and teachers will have the option of choosing their name from a list of names, or entering their user name and password in a login window.



Once you have entered your details you will be connected to your personal workspace on the network.

Student and Teacher usernames are of the form *jsmith*.

Passwords for K-2 students are their *first name initial*, while 3-6 students and staff have their *first name* set as their password.

Users can change this password in *Apple menu > System Preferences > Accounts*. The ability to change passwords can be disabled if required.

Your server also includes a generic logon for each year group, in the form: *username = 2005, password = 2005*.

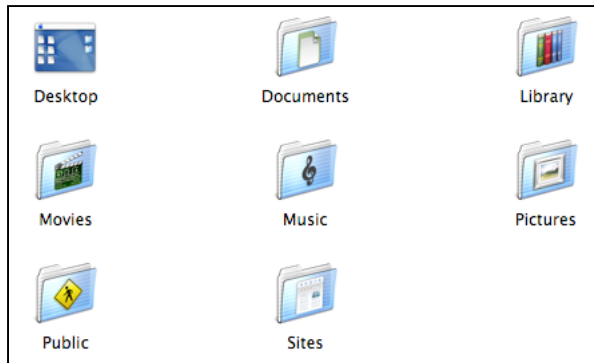
This is useful for use as a temporary “generic” logon, where a new student arrives in a class, or a student forgets their password.

Students can also logon to the individual computer as a user called *student*, with no password.

The “look and feel” of each users’ personal space can be controlled by the server. Another document provides more detail of how this can be achieved.

1.2. Your Personal Workspace

Every user has their own personal desktop and *Home* folder, to which they connect automatically when logging on at any OSX computer on the school's network.



Your *Home* folder is accessible by clicking on the *Home* icon in the *Dock*.



No other users can access documents and files in your *Home* folder, other than Intranet files which are in your *Sites* folder. These Intranet files can be viewed, but not modified, by others on the network.

1.3. Saving Documents

Whenever you choose to save a document, you will be directed to your own personal *Documents* folder. This folder is stored on the *OSX Server* in your *Home* folder.

Nobody else can access documents stored in your personal workspace without your username and password.

Your *iPhoto* photo library and your *iTunes* music library are stored in the *Pictures* and *Music* folders of your *Home* folder respectively.

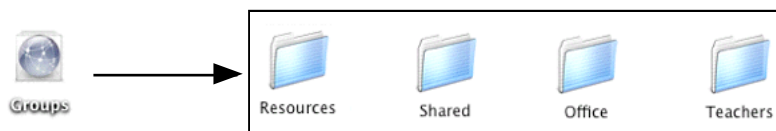
You can save documents to the *Desktop*. However, this is your personal *Desktop* (notice the *Desktop* folder in your *Home* folder) and will not be visible to the next user who logs on to the computer.

These settings are available to you when you log on to any computer on the network.

1.4. Sharing Documents

When you login to the server, a *Groups* folder appears on your desktop.

The standard *Illawarra ICT Services* configuration of the *Groups* folder includes four folders - *Shared*, *Resources*, *Teachers* and *Office*.



1.4.1. Resources Folder

Only teachers can copy files into the *Resources* folder.

This folder is designed to be a distribution point for teaching and learning resources such as templates, clip art and other common shared resources.

Teachers can create new folders within the *Resources* folder.

Students can copy files from the *Resources* folder, but cannot copy files to, or delete files from this folder.

1.4.2. Shared Folder

Students and teachers can copy files to, create folders within, and delete files from the *Shared* folder.

This folder is designed as a temporary storage area for users who wish to casually exchange files with each other.

1.4.3. Teachers folder

Only teachers can see files within this folder, or copy files to, or make folders in this folder.

1.4.4. Office Folder

Only members of the *Office* group can see files, or copy files to this folder.

The default members of the *Office* group are the Principal and a member of the SASS staff.

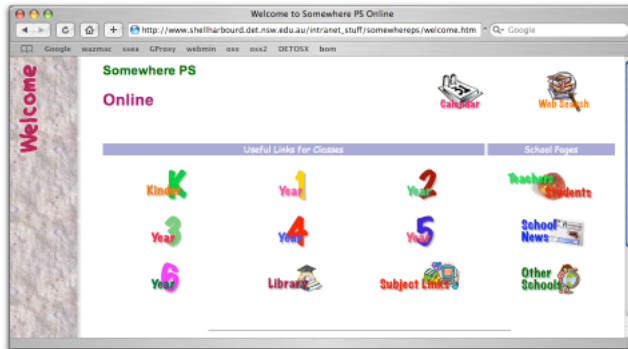
The server administrator can create other folders within the *Groups* folder, as needed at your school.

1.5. Your School Intranet Site.

Your *Mac OS X Server* includes a built-in Intranet, configured by *Illawarra ICT Services*.

You can access your Intranet by typing *server* in the URL window of a web browser on your school network. The full address of your Intranet site is:

http://server.schoolname-p.schools.nsw.edu.au/

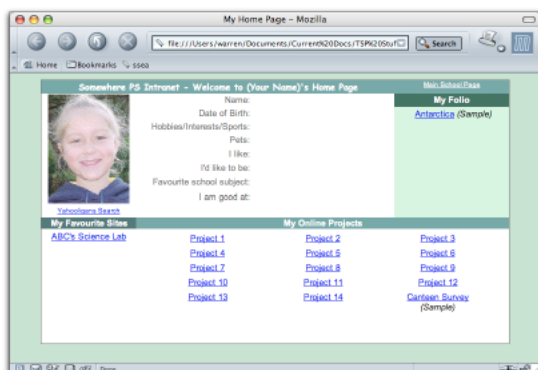


This Intranet site provides a “gateway” to the Internet for student year groups, as well as links to Teachers’ and Students’ personal Intranet web sites.

1.6. Personal Intranet Web Sites

Every Student and Teacher has their own personal web site, based on a template configured by *Illawarra ICT Services*.

Students can use the Intranet to publish their project work electronically, while teachers can share teaching resources via their Intranet web site.



You can edit your web site by opening your *Sites* folder (within your *Home* folder) and opening your *index.html* file.

The default web editing application on your DET workstations is *Mozilla Composer*. Choose *Edit Page* from the file menu, and make any necessary changes to your web page.

Once you have saved your work, your web page is able to be viewed by others on the school network.

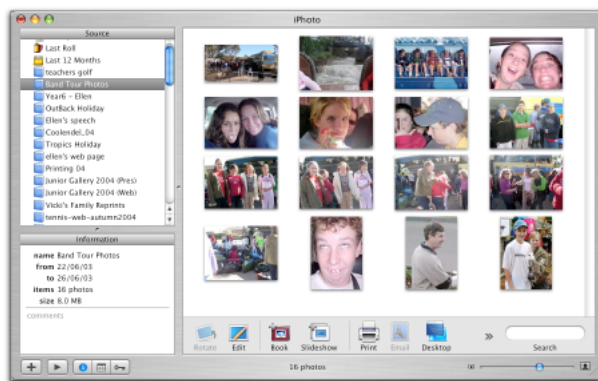
1.7. Sharing Photos

Your *Mac OS X Server* provides every Student and Teacher in your school with the facility to share photos with others on the network.

This is particularly useful for sharing photos from excursions, field trips, sports carnivals, and other school events.

After you have downloaded photos from your camera to *iPhoto*, open your *iPhoto* preferences, click on the *Sharing* button, and choose which album to share, as well as a name for your shared albums.

Others in the school will now be able to see your shared photos as an album within their own *iPhoto* albums.



Another document describes the photo-sharing process in more detail, including how to create a thumbnail web page containing photo albums from *iPhoto* - a more suitable option for the long-term sharing of photos.

1.8. If the network is down?

Each computer on the network can also function as a standalone workstation. This is useful if a network failure (or forgotten password!) prevents a teacher or student from logging on to the network.

When you logon as the *Student* user you will be able to access the *Student* user's *Home* folder on the local computer, but you will not be able to access your files stored on the server.

However, you will be able to access the Internet and use software programs on the computer.

1.9. Storing large files

Large files, such as movies, can be stored on the local computer's hard disk (rather than the server), in a *Shared* folder, which is in the *Users* folder on the hard disk. All users are able to save files to this folder.

2. Technical Information

2.1. Automatic IP Addressing

Your *Mac OS X Server* includes a DHCP server, configured by *Illawarra ICT Services* to automatically provide IP addresses for all the computers on your network - *OS9*, *OSX* and *Windows*.

If your current network uses “fixed” or “static” IP addresses on each computer you will need to open the appropriate control panel on each computer and set the network settings to DHCP.

Any other network equipment such as printers, photocopiers, wireless access points, etc, should be configured with an IP address outside the range provided by the server.

If required, contact *Illawarra ICT Services* for further advice.

2.2. Updating software on your computers

Software Update can be used to keep your network computers' software up-to-date.

The *admin* account on the *ICT Services* standard image is set to update software automatically.

2.3. Restoring software on network computers.

Your new server includes a *NetRestore* facility.

To restore the software on a network computer to its “factory default” settings, hold down the *N* key on the keyboard at startup, wait a few minutes, then click on the *Restore* button when prompted.

Most servers installed in the *Illawarra* include a number of software images. Each image varies in size, so that a base level of *Mac OS X* can be installed on older computers with smaller hard disks.

High schools in particular can create their own software images which contain specialised software for use in various faculties.

More details on creating software images are available in another document in this series, available from the *Illawarra ICT Services* web site.

2.4. Connecting from OS 9 and Windows computers.

Windows computers and *Mac OS9* computers can connect seamlessly to your *Mac OS X Server*.

The configuration for this varies, depending on the needs of your school.

Contact your Technology Adviser for more details.

2.5. Server Backup.

Your server has two drives - a *server* drive and a *data* drive.

It is recommended to backup your server's drives to an alternating array of external *FireWire* hard disks.

An image should be made of the *server* drive once each term.

The *data* drive should be backed up each day, and alternate drives removed from the site.

If you have a *SENTRAL* server, utilise the *Gprotect* backup facilities.

Contact your Technology Adviser for more details of specific requirements for a backup procedure for your school.