

Elementary/Middle School: Device Login and Technology Use Orientation (Chromebook)

Congratulations on receiving your HCPS issued 1:1 laptop device! Please use this guide to prepare for digital learning this school year.

What you need to get started

- An internet connection.
- At home, you will need to connect your laptop to your home Wi-Fi (similar steps to how you connect an iPad, or a mobile phone). From the bottom right of your device screen, you will see Wi-Fi bars. Click the Wi-Fi bars and select your home Wi-Fi. Type in your home Wi-Fi password for first time access.

Grades K-2 FIRST login to device	Grades 3 – 12 FIRST login to device
Username = studentID@student.hcps.org (Sample) 123456@student.hcps.org Password = <i>Current password used this summer or last year. Students new to HCPS, passwords will be provided by the school.</i>	Username = firstname.lastname@student.hcps.org (Sample) aaronburr@student.hcps.org Password = <i>Current password used this summer or last year. Students new to HCPS, passwords will be provided by the school.</i>

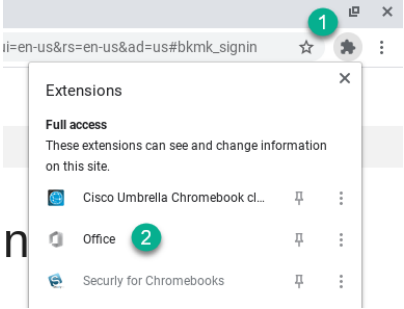
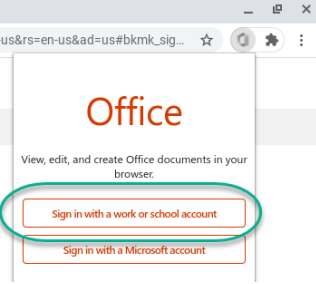
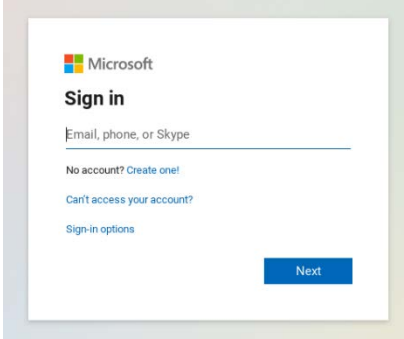
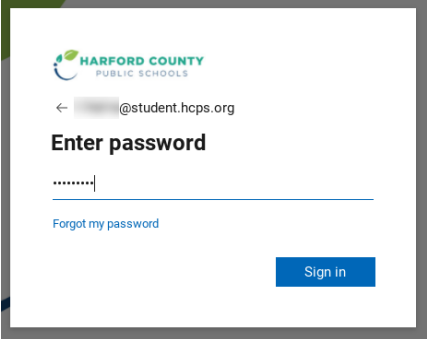
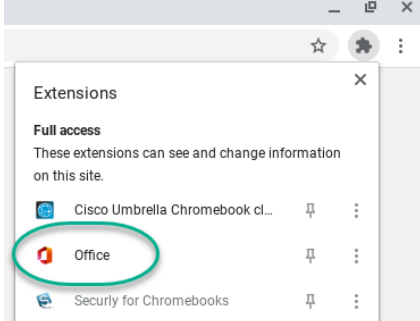
Unboxing your Chromebook

How do I log into my Chromebook for the first time? How will I access HCPS instructional resources?



tinyurl.com/unboxchromebook

Log in to Office 365

<ol style="list-style-type: none">1. Open the Chrome browser and select the puzzle piece.2. Select the Office extension.	 <p>A screenshot of a Chrome browser window showing the 'Extensions' menu. The 'Office' extension is highlighted with a green circle and a '2' next to it. Other extensions visible include 'Cisco Umbrella Chromebook cl...' and 'Securely for Chromebooks'. A '1' is in the top right corner of the browser window.</p>
<ol style="list-style-type: none">3. Select Sign in with a work or school account.	 <p>A screenshot of the Office sign-in page. The 'Sign in with a work or school account' button is highlighted with a green oval. Below it is the 'Sign in with a Microsoft account' button. The text 'Office' is at the top, and below it says 'View, edit, and create Office documents in your browser.'</p>
<ol style="list-style-type: none">4. Enter your HCPS username (see page 1) Grades K-2 studentID@student.hcps.org Grades 3-8 firstname.lastname@student.hcps.org	 <p>A screenshot of the Microsoft sign-in page. It features the Microsoft logo, the text 'Sign in', and a text input field for 'Email, phone, or Skype'. There are links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. A blue 'Next' button is at the bottom right.</p>
<ol style="list-style-type: none">5. Enter your HCPS password (see page 1)	 <p>A screenshot of the Harford County Public Schools password entry page. It shows the school logo, the email address '@student.hcps.org', and the text 'Enter password'. There is a password input field with dots, a 'Forgot my password' link, and a blue 'Sign in' button.</p>
<ol style="list-style-type: none">6. The extension icon will be red when you are successfully signed into Office 365.	 <p>A screenshot of the Chrome browser 'Extensions' menu. The 'Office' extension icon is highlighted with a green oval and is red, indicating it is active. Other extensions visible include 'Cisco Umbrella Chromebook cl...' and 'Securely for Chromebooks'.</p>

Basic Device Care and Responsible Use

- Your device is checked out to you through the school library system (just like a book!) There is a barcode on the device. This barcode is also the computer service number, in case it needs to be repaired.
- Keep the device clean: Food and drink should be kept away. Have clean hands before use. Use a dry, soft cloth to clean your keyboard and touch screen.
- Carry your device with two hands by the base and with the lid always closed. Never carry the device by the lid.
- **A power cord is included with your device.** Keep your device charged and plugged in overnight. Keep the device on a hard surface, where it is safe from falling or being knocked or picked up by a toddler or family pet.
- Do not pile things on top of the device as this can damage the display screen.
- Do not customize the device cover with stickers, as the device is property of HCPS.
- Remember, this is a school device; therefore, you should use this device for school purposes only.
- To comply with the Children’s Internet Protection Act (CIPA) Web sites you visit on a school device are filtered.

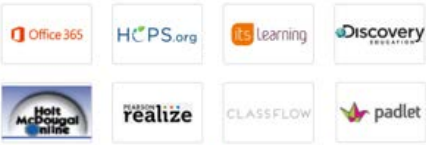




Preparing for learning (your physical space at home)

- Find a quiet space where you can learn with few distractions. Set up a learning area if you can. Have paper and pencil supplies (or other school items received) close by.
- Use a space that is well lit, but not too bright (avoid having a Window behind you when participating in live class Teams meetings).
- Keep your device on a hard surface, in a well-ventilated area. Use a table, or a large book, a milk crate, etc., onto which you can set your device. The device should never be left on an upholstered surface (like a couch)—the fan needs to be able to keep the machine cool.
- Wi-Fi preparation: **During class time**, whether you are participating in live virtual instruction, or reading or watching content your teacher has provided (asynchronous), **it is best for you and other household members to avoid personal use of devices that will negatively impact the reliability of your Wi-Fi.**
 - Examples: iPhone FaceTime, online gaming, and video streaming from YouTube will take up Wi-Fi bandwidth space—in other words, you or others using media like this during your class time, will cause your Wi-Fi to work slowly. It can make it difficult to participate in learning.
- When you arrive to a live Teams virtual meeting, mute your microphone first thing.
- Consider using headphones/earbuds to limit outside sound during online learning.

Resources to Assist You with Digital Learning

Grades K – 2	Grades 3 – 12
<p>AT HOME login to school resources</p> <p>Office 365 Username = studentID@student.hcps.org (Sample) 123456@student.hcps.org</p> <p>Password = <i>Current password used this summer or last year.</i> <i>Students new to HCPS, passwords will be provided by the school.</i></p>	<p>AT HOME login to school resources</p> <p>Office 365 Username = firstnamelastname@student.hcps.org (Sample) aaronburr@student.hcps.org</p> <p>Password = <i>Current password used this summer or last year.</i> <i>Students new to HCPS, passwords will be provided by the school.</i></p>

FAQ

<p>How do I quickly access my school resources?</p>	<p>From your school issued device, go to start.hcps.org to see all the school resources.</p> 
<p>How do I find my classes and content provided by my teachers?</p> <p>How do I navigate a series of resources in itslearning?</p>	 <p>tinyurl.com/HCPSitslearning</p>
<p>How do I get into a live, virtual instruction, Teams meeting?</p>	<p>Text Directions</p>  <p>tinyurl.com/teamschromebook</p> <p>Video Directions</p>  <p>tinyurl.com/teamschromebook2</p>
<p>How do I answer an itslearning Assignment?</p>	 <p>tinyurl.com/HCPSassign</p>

I am a new to HCPS secondary student or a 6th grade student: How should I answer my Office 365 security questions?



tinyurl.com/o365grade6

Stay in the Know

Be sure to check HCPS Together for more updates: www.hcps.org/hcpstogether/