

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

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.

<b>Grades K-2</b> FIRST login to device	<b>Grades 3 – 12</b> FIRST login to device
Username = <a href="mailto:studentID@student.hcps.org">studentID@student.hcps.org</a> (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 = <a href="mailto:firstname.lastname@student.hcps.org">firstname.lastname@student.hcps.org</a> (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>

### 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.

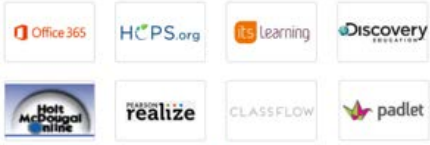





## Preparing for learning (your physical space at home)

- 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

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

## FAQ

<p>How do I quickly access my school resources?</p>	<p>From your school issued device, go to <a href="http://start.hcps.org">start.hcps.org</a> to see all the school resources.</p> 
<p>How do I find my classes and content provided by my teachers? How do I navigate a series of resources in itslearning?</p>	 <p><a href="http://tinyurl.com/HCPSitslearning">tinyurl.com/HCPSitslearning</a></p>
<p>How do I get into a live, virtual instruction, Teams meeting?</p>	<p>Text Directions</p>  <p><a href="http://tinyurl.com/teamswindows">tinyurl.com/teamswindows</a></p> <p>Video Directions</p>  <p><a href="http://tinyurl.com/teamswindows2">tinyurl.com/teamswindows2</a></p>
<p>How do I answer an itslearning Assignment?</p>	 <p><a href="http://tinyurl.com/HCPSassign">tinyurl.com/HCPSassign</a></p>
<p>I am a new to HCPS secondary student or a 6<sup>th</sup> grade student: How should I answer my Office 365 security questions?</p>	 <p><a href="http://tinyurl.com/o365grade6">tinyurl.com/o365grade6</a></p>
<p>Stay in the Know</p>	<p>Be sure to check HCPS Together for more updates: <a href="http://www.hcps.org/hcpstogether/">www.hcps.org/hcpstogether/</a></p>