

# Swan Creek School: Device Login and Technology Use Orientation

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.

<p style="text-align: center;"><b>Grades K-2</b> FIRST login to device</p> <p>Username = <a href="mailto:studentID@student.hcps.org">studentID@student.hcps.org</a> (Sample) 123456@student.hcps.org</p> <p>Password = <i>Password provided by SCS staff at device pickup.</i></p>	<p style="text-align: center;"><b>Grades 3 – 12</b> FIRST login to device</p> <p>Username = <a href="mailto:firstname.lastname@student.hcps.org">firstname.lastname@student.hcps.org</a> (Sample) aaronburr@student.hcps.org</p> <p>Password = <i>Password provided by SCS staff at device pickup.</i></p>
<p><b>Grades 9 – 12</b> FIRST login to device</p> <p>Username = <a href="mailto:firstname.lastname@student.hcps.org">firstname.lastname@student.hcps.org</a> (Sample) aaronburr@student.hcps.org</p> <p>Password = <i>Current password used this summer or last year. Students new to HCPS, passwords will be provided by the school.</i></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.
- Wifi 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 wifi.**
  - Examples: iPhone FaceTime, online gaming, and video streaming from YouTube will take up wifi bandwidth space—in other words, you or others using media like this during your class time, will cause your wifi 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

<p style="text-align: center;"><b>Grades K-2</b></p> <p style="text-align: center;">AT HOME login to school resources</p> <p>Office 365 Username = <a href="mailto:studentID@student.hcps.org">studentID@student.hcps.org</a> (Sample) 123456@student.hcps.org</p> <p>Password = <i>Password provided by SCS staff at device pickup.</i></p>	<p style="text-align: center;"><b>Grades 3 – 12</b></p> <p style="text-align: center;">AT HOME login to school resources</p> <p>Office365 Username = <a href="mailto:firstname.lastname@student.hcps.org">firstname.lastname@student.hcps.org</a> (Sample) aaronburr@student.hcps.org</p> <p>Password = <i>Password provided by SCS staff at device pickup.</i></p>
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## 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?</p> <p>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> or 7<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>How do I sync my OneDrive to my Windows device?</p> <p>This gives me a local cloud drive in which to save files.</p>	 <p><a href="http://tinyurl.com/HCPSonedrive">tinyurl.com/HCPSonedrive</a></p>

## Stay in the Know

Be sure to check HCPS Together for more updates:

<https://www.hcps.org/hcpstogether/technologysupports.aspx>