

# High School Windows Devices

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 9-12 Students

Use the following credentials to login to your device.

Username: [firstname.lastname@student.hcps.org](mailto:firstname.lastname@student.hcps.org)

(Sample) [johnsmith@student.hcps.org](mailto:johnsmith@student.hcps.org)

Password: *Current password used last school year. Students new to HCPS will receive a password from their school.*

## 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.
- Keep your device on a hard surface, in a well-ventilated area. The device should never be left on an upholstered surface (like a couch)—the fan needs to be able to keep the machine cool.