Swan Creek School Device Login

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.

Grade 2 Students

Use the following credentials to login to your device.

Username: studentID@student.hcps.org

(Sample) 123456@student.hcps.org

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

Grades 3-12 Students

Use the following credentials to login to your device.

Username: firstnamelastname@student.hcps.org

(Sample) 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.

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
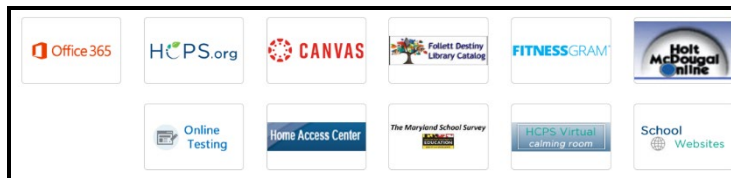
others using media like this during your class time, will cause your Wi-Fi to work slowly. It can make it difficult to participate in learning.

- When you arrive to a live Teams virtual meeting, mute your microphone first thing.
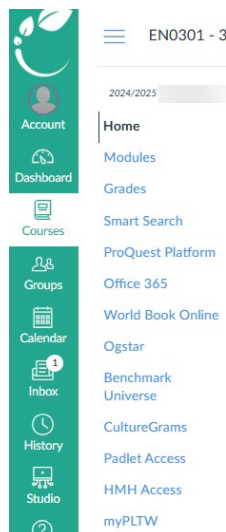- Consider using headphones/earbuds to limit outside sound during online learning.

School Resources

How do I access my school resources?

- From your school issued device, go to start.hcps.org to see some school resources.
- Digital Resources are also located in Canvas.

- o Open a Canvas course and some digital resources are listed in Course Navigation.

- o Other resources are in Clever.
  1. Open Canvas
  2. Select **Help**
  3. Select **Clever**