

High School Student Laptop Instructions

High School Students,

Welcome! Your laptop username and password are set to your five digit student number. For security reasons you should change your password soon. Please make sure you do this when you are logged in AT SCHOOL. Note, your Canvas login is the same as your Windows laptop login. When you change your laptop password, this will also change your Canvas password.

Students will use your school Gmail to communicate with teachers. Your Google Drive/Gmail username uses the format *firstname.lastname@sadams.us*. Your password is your 5-digit student number followed by sahs, e.g. 12345sahs. If you have trouble accessing your Google account, please go to the student tech center.

To access PowerSchool (grades and assignments), please see Mrs. McPeek in the high school office for your login information.

Things you should know . . .

Make sure you read the student agreement in the high school handbook as well as proper care instructions provided on the high school website. Remember, your laptop is intended for educational purposes only. Sites such as Facebook, Twitter, etc. are not permitted at any time (on or off campus). Absolutely no proxy/VPN add-ons can be used! Administrators and teachers have a system in place for monitoring your use. Random laptop checks may take place as well.

You will be required to carry your laptop in its case at all times during the school day. The majority of damages last year were cracked screens here AT SCHOOL. Be careful to remove pencils, etc. before closing the lid and do not stack anything on top of your laptop.

The student tech center is located in the high school library. Students should drop off their laptop at this location for support and repairs. If you have a question that can be answered by email, you may send it to Mr. Arnold, karnold@southadams.k12.in.us, Mr. Houser, nhouser@southadams.k12.in.us, or Mrs. Highley, mhighley@southadams.k12.in.us.

When you go to use your laptop at home, you will want to restart it at home so that it can connect better with your home network. Likewise, when you return to school, you will want to restart your laptop so that it can properly reconnect to the school network. **Experience has also shown that restarting your laptop will remedy a vast majority of any laptop errors/concerns that may occur.**

You are not allowed to charge your laptop at school. Chargers must stay at home. You may have your laptop charged at the student tech center, but you will be required to use a student pass to do so.

You are expected to have your laptop with you in every class, every day, unless the teacher has stated otherwise. If your laptop is not charged, or it is damaged and you have not paid the outstanding balance for its repair, you should check out a laptop from the tech center with a student pass and return it at the end of the day. You may not take this laptop home with you. If your parents have signed and returned the repair authorization form, but it will take additional days to repair, we will provide you with a loaner laptop.

Students are allowed to print up to 150 pages each semester in the high school library. No personal printing is permitted. If a teacher requests you to provide multiple copies, please email your document to your teacher and have them print or copy for you. Be careful to print wisely and reserve a balance for end of semester projects. No adjustments will be made to print quotas.

One last reminder - students are responsible for backing up their documents regularly. If your computer crashes or needs reformatted, you will lose all of your data stored on your local computer. Your files may be stored/backed up onto Google Drive.

If you have questions regarding any of the above, please visit the student tech center.

Thank you,

South Adams Technology Department

