

Information to Share with Newly Enrolled Secondary Students

1. **Student Username:** 7-digit student number found in Skyward-Qmlativ and on your ASB card. This number is also used for lunch purchases and library check-out.
2. **Student Email:** 7digitstudentnumber@lwsd.org (i.e. 1234567@lwsd.org)
3. **Check Out a District Laptop from the Library**
 - All Middle and High School Students should be aware of expectations of the use and care of your district laptop. New laptops are issued to all 6th and 9th grade students to use and take care of during your full middle and high school careers. Students MUST log onto newly issued laptops for the first time onsite at school.
 - By checking out a district laptop, students agree to conditions in the [High School/Middle School Laptop Agreement](#) and will abide by the [Student Laptop Handbook](#) and the [Electronic Resources and Internet Safety Policy \(2022P\)](#). These can be referenced on the district website.
4. **What to expect when you manage and take home your laptop**
 - Turn on and charge your laptop and allow updates to be installed. District laptops have security measures where updates are sent periodically to all student computers. Microsoft also sends updates to student computers where the timing is not managed by the district. This is normal and may cause some slowness at times while updates are installed.
 - Good practice is to restart your laptop at least once or more per week to get the latest district policies and updates.
 - Always keep your laptop fully charged for use at school.
 - Take care when transporting your laptop in a backpack and do not keep food or liquid in the same backpack compartment. Handle your laptop with care and do not drop your backpack hard on the ground which may cause breakage.
 - If your laptop is broken or not working as expected during the school year we recommend restarting it. If that doesn't work, you can take it to the Student Support desk in your school library. If needed, you will be issued a loaner laptop, or a technician will assist you on the spot.
 - Computer help after hours through Family Technology Access is available via email or phone to assist with school-related technology issues. For questions, please call 425-936-1322 or email ftaccess@lwsd.org This service is available 24 hours a day 7 days a week.
 - Some classes use specialized software that can be self-installed by students from Software Center. Your teacher will inform you of this requirement if your class uses specialized software.
5. **Password information and Self-Service Password Reset**
 - We recommend all secondary students sign up for Self-Service Password Reset options if possible. Secondary school student passwords will expire every 90 days based on the district security cycle. If you know your password, students are encouraged to sign up for self-service [password registration and recovery](#) if possible. You can do this at home from the district website.
 - Passwords for all secondary students expire every 90 days and must be reset for security purposes.
 - An acceptable LWSO password must:
 - Include at least ten characters.
 - Include at least one character from three or more of the following categories:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Number (0-9)
 - Special Character (symbols or space)
 - NOT contain any part of your own first or last name, username, or email address.
 - NOT be a previously used password.

6. ClassLink

ClassLink is LWSD's single sign-on tool. From the ClassLink LaunchPad, students are automatically logged into several district-provided digital tools, so they no longer need to remember multiple usernames and passwords. The ClassLink LaunchPad is accessible from any device with a web browser that can install browser extensions.



- All Student devices have <http://launchpad.classlink.com/lwsd> set as the browser homepage for Edge.
- Once students open their browser to access the ClassLink LaunchPad, they will log in with their district username (7-digit student number) and password.



- Once logged in, students will see a collection of digital resources available to their grade level.

