

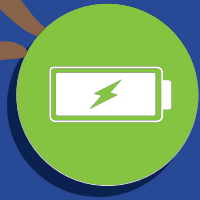
2024-2025

Chromebook & Tech Procedures

HMSA

HMSA

Chromebook Expectations



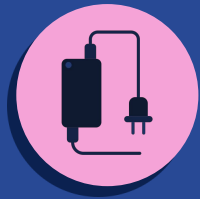
Fully charge your device

You must bring your chromebook fully charged to school every day.



Clean your device

Keep your chromebook clean. Sanitize with wipes and keep food and drinks away from your device.



Bring your charger

It is your responsibility to bring your chromebook charger to school.



Track your logins

Avoid disruptions in your school day and keep your logins saved in a notebook or cellphone.



Meet Mr. Cornejo!

Mr. Cornejo is HMSA's
Telecommunications and Computer
Technician.

His office is located in Building C on the
3rd Floor.



ccornejo@hawthorne.k12.ca.us





Hey, Aviator...

Forgot your password?



Email or stop by Mr. Cornejo's office on the 3rd floor of Bldg C.

You must ask your teacher to create a SmartPass to leave the classroom to visit Mr. Cornejo during class time.



Problem Solved.

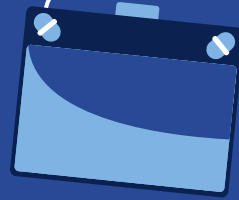
Forgot your Chromebook?

See Mr. Cifuentes in the security office.



- You will be issued a Day Loaner and will be given a **warning**
- You must return the loaner at the end of the school day, you may not take it home
- The **2nd time** you forget your chromebook you will receive a **log entry**

Forgot your charger?



Tip:
Be sure to charge your chromebooks before coming to school and bring your charger with you.



We will NOT be loaning out chargers.

You can request a daily loaner Chromebook with Mr. Cifuentes and you will receive log entry.

www |



HMSA Homework Hotspot



Did you know that HMSA offers free printing if you do not have a printer at home?

- Students must submit homework printing requests by 8:30 a.m. for same day printing.
- All printed homework (except pictures for Art class) must have the student's name embedded in the document.
- Homework will be printed out for students who have emailed documents as attachments or google shared their work properly.



Homework Hotspot Steps



Prepare Email

◆ HMSAhomework
@hawthorne.k12.ca.us



Plan Ahead

Submit homework printing requests before 8:30 a.m. for same day printing.



Attach or share

Must email documents as PDF attachments or google share your work properly.



Pick Up

Pick up from Mr. Cornejo's office building C, 3rd floor on the day of submission.

Homework Hotspot Tips



If using KAMI:

Use the download function and save the document as a PDF.



Check that your name is on the assignment:

All printed homework must have the student's first and last name typed on the printed work.



Be mindful of printing requests

Assignments that are longer than 10 pages will not be printed unless you have been given prior authorization by the school administration



Share correctly

You must save and send your document as an attachment to an email. You can also share the document directly from the Google platform to HMSAhomework@hawthorne.k12.ca.us



Advocate for Yourself, Aviator.



Email or share your printing requests in advance.



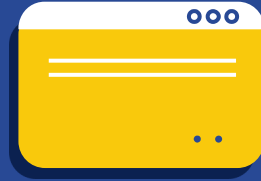
Communicate with your teacher promptly if you need a Chromebook or Charger to complete work in class.

Helpful Links



HMSA
Website

Click [here.](#)



HMSA
Handbook

Click [here.](#)



HSD Internet
Policy

Click [here.](#)



Hotspot
Procedures

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