SCS Technology Tips 2025-2026

Basic Guidelines for Successfully Using Devices, both School-Issued & BYOD On-Campus:

- Fully charge your device each night. A good practice is to charge your device when charging your phone.
- Bring your device and charger to school each day to ensure continuous day use.
- Confirm you are fully connected to the correct school Wi-Fi each day.
    - Connect using your school provided login and password.
- Close extra browser windows and apps that are not class related as they can slow processing speeds.
- Restart your device on a regular basis, once a week is recommended.
    - For school-issued devices, restart while on campus to allow any system updates to occur.
    - For personal devices, restart and run updates on your home Wi-Fi.
- Protect your device by making wise choices in device use and storage.
    - Do not remove your school-provided protective case for your device.
    - Consider purchasing a protective case if you have your personal device.
- Do not loan your device to someone else as you are responsible for this device.

Please refer to the **SCS Device Policy**, found on our website under MySCS; Family Resources pages and the Parent/Student Handbook for more information.

Internet Accessibility:

- All students must connect (login) to the SCS Wi-Fi each day.
- Make certain you are connected to the correct Wi-Fi for your grade level & device:
    - 3rd-6th Grades Wi-Fi is: **SCS Elementary**
    - 7th-9th Grades Wi-Fi is: **SCS Secondary**
    - 10th-12th Grades:
        - Wi-Fi for a *School Issued device* is **SCS Secondary**
        - Wi-Fi for a *BYOD device* is **SCS_Student BYOD**
- Use *Chrome* as the preferred default browser.
    - Certain features of *Canvas* & *Office 365* products may not be compatible using other browsers.

Please connect with your teachers, school office, or SCS Tech Department with any questions or concerns regarding technology on campus.

SCS TECHNOLOGY TIPS 2025-2026

SCHOOL-BASED LEARNING SOFTWARE:

- To ensure student success, use your ***SCS provided email & password*** for logging in to school-based learning platforms such as *Canvas* & *Office 365* (for *OneDrive* & *MS Office Tools*)
  - Elementary grades 3-6, will receive their login credentials during their technology class-time.
  - Secondary grades 7-12, will receive their login credentials on student schedules or the secondary office can provide them once the school year begins.
- Save the SCS website to your favorites in your *Chrome* browser.
  - There is a link to *Canvas* there to make it easily accessible or you can save the *Canvas* login link as a favorite in your browser tab.
  - If you have a phone that you use as well, download the latest version of the *Canvas Student App* as this is helpful for checking grades, submitting pictures for homework, and quickly reviewing announcements and assignments due.
- Save the *MS Office Suite* to your personal device desktop for ease of use of MS Office programs such as Word, Excel & PowerPoint. SCS issued devices will have the MS Office Suite installed on the desktop. The online version has limited functionality and as such, the desktop version is recommended.
- Save your work to your ***SCS OneDrive account***, prior to submitting the work in *Canvas.*
- Verify submission of assignments prior to logging off *Canvas*. Any interruption in Wi-Fi, such as closing your device or moving from room-to-room can also cause incomplete entries.
- Use your ***SCS login & password*** for other school-based software programs.

CANVAS LEARNING PLATFORM:

- ***Students,*** log into ***Canvas-Student*** *using the link on the SCS website,* do not Google it*.*
  - *Canvas* uses your *school email address* as your login.
    - Save the link to your browser.
  - Use your *SCS email* to communicate with your teachers.
  - Easily submit assignments using the *Canvas Student App* on your phone.
    - Update to the latest version of the *Canvas Student App* for best success.
    - In iOS, configure App settings to "Allow Cross-Website Tracking" to allow you to fully view and access course links.

- ***Parents,*** please set up an **observer account** and access via the **Canvas-Parent** link*.*
  - *Canvas* uses your *personal email address* as your login.
  - Details and instructions can be found on our website under MySCS/Family Resources; *Access Canvas*

MS OFFICE 365:

- Students can use the online version of *Office 365,* or, for best results, the desktop *MS-Office Suite*, available on all school issued devices.
- Students in grades 10-12 can also download this on to their personal computer.
  - Go to the SCS Web site under MySCS/Family Resources; *TechLinks* to access *Office 365*.
    - *Office 365* uses your school email address as your login.
    - The Install Office tab is located at the upper right corner of that screen.