

STUDENT LAPTOP INSTRUCTIONS & CARE SHEET

- 🖥️ **Laptop login: Username** –first part of email, **Password** – 8-digit DOB
 - EX: John Smith – DOB: January 1, 2010
 - **Username:** SMITHJOH000 **Password:** 01012010
- 🖥️ Students will access all instructional applications through **ClassLink**
 - **ClassLink: Username:** SMITHJOH000
 - **Password:** 01012010
- 🖥️ Never share your password with anyone
- 🖥️ **Use of any VPN is a violation of the AUP and will result in loss of laptop privileges and disciplinary action.**
- 🖥️ Never carry the laptop with the screen open – **7th-12th grade, laptop should remain in laptop bag**
- 🖥️ Avoid food and drink near laptop
- 🖥️ **Do not place any stickers or drawings on your laptop**
- 🖥️ Only clean screen with a clean, lint free cloth – do not use household cleaning products
- 🖥️ **CHARGE YOUR LAPTOP NIGHTLY and bring it to school each day**
- 🖥️ Never leave laptop unattended or in a vehicle
- 🖥️ Make sure you are using **“Intune”** WIFI while on campus
- 🖥️ Report physical damage or vandalism to your teacher immediately and follow up with a student work order to your campus technician.
- 🖥️ All activity is monitored on district owned devices
- 🖥️ Visit Social Media Test Drive for student digital citizenship resources @ <https://socialmediatestdrive.org>