

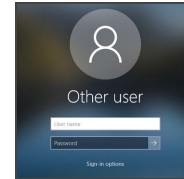
Distribution Day Set Up

Log onto your laptop with your student ID and Password

Child's Name:

Username:

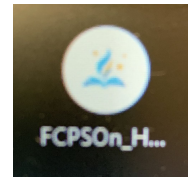
Password:



Perform a Health Check

Complete the FCPSOn Health Check by double clicking this icon **on your desktop**. You must have all green in order to move on. If you get anything red in the list, please let us know.

If you don't see the health check on the desktop, click on the student shared drive under This PC and there is a Health Check folder where it is located.



Open the Chrome Browser

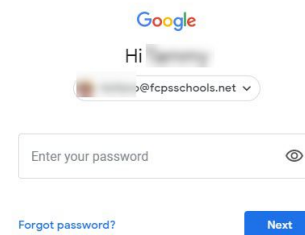


Click on the FCPS Google Apps shortcut on your shortcut bar.

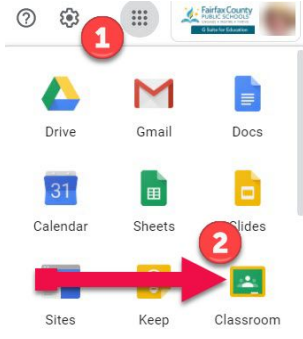


This will pre-populate the "fcpschools.net" domain.

Sign in using your username and password.



Open Google Classroom and Bookmark It

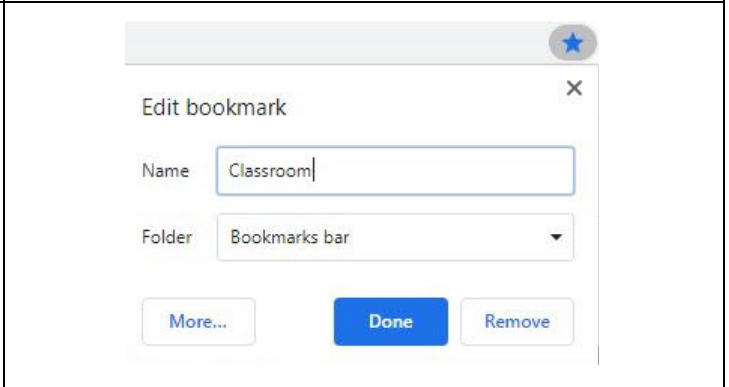
<p>In your Google Drive, open the Menu in the top right corner and select Classroom.</p>	
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Click the Star to turn it blue.

Make sure the Folder line says "Bookmarks bar"

Click Done

You should see the Classroom bookmark on your Bookmarks bar



Shut down your computer

- Windows button
- Power Icon
- Shut Down

Be sure you restart your computer at least once a day at home!



Once you Get Home

Connect to your home wifi

If you have trouble with this contact your internet service provider

Make sure your Camera and Microphone are working

See the student page on our public website for more information and tips

<https://oakhilles.fcps.edu/student-links>

Laptop Care

♥ How do I care for my laptop? ♥

- the laptop is to be used as a learning tool for school only; the laptop is owned by FCPS
- keep the laptop on a flat, hard surface when using; allow air to flow under the laptop so that it does not overheat
- DO NOT have food or drinks around the laptop
- DO NOT put stickers on the laptop
- DO NOT pick at any of the stickers that are already on the laptop
- repairs are done by the Tech Support team at Oak Hill; DO NOT take the laptop to a repair center if it is broken; use the student help portal
- report a lost or stolen laptop immediately to the school
you can use a POST-IT note to cover the camera if you choose; DO NOT put tape on the camera

What about using headphones?

- plug headphones/earbuds in **BEFORE** turning on the computer
- use a pair of headphones/earbuds that are comfortable and fit properly
- if the headphones/earbuds have a microphone, know how to turn the microphone on/off
- know how to adjust the volume

↑ How can I be sure my laptop receives updates? ↑

- updates ensure that the laptop is working properly
- leave the laptop on for at least 30 minutes once a week and **RESTART** the computer daily
- after updates have installed; shutdown the laptop completely if you are not going to be using it, do not “sleep” or “hibernate” the laptop

✓ Official FCPS Student Responsible Use Guidelines ✓

- An e-mail receipt has been sent to your student fcps@schools.net e-mail account showing you have been issued an FCPS laptop.
- The device will be used responsibly at school and at home, in accordance to the Acceptable Use Policy outlined in the Student Rights and Responsibilities.
- FCPS borrowed Student Laptop should be used only in conjunction with projects relating to the educational programs of FCPS. It may not be used as a personal or social laptop for the student.
- The laptop is valuable and should be treated appropriately. It should not be thrown or dropped. It should never be placed on the roof or hood of a car, on the sidewalk or street, or treated in any way that may cause it to be crushed, dropped, or damaged.
- The Student Laptop is for your use only. Friends, other students, siblings, cousins, or other people should not use it. Keep away from pets at all times.
- The Student Laptop should never be left unattended in the classroom, on the bus, in the hallway, in the lunchroom, in the gym, or any other public place.
- The laptop should not be used near water, household chemicals, food or drink, or other liquids that could damage its electronic components.
- When carried outside, the laptop must be protected in such a way that rain, snow, ice, excessive heat and or cold will not damage it.
- The laptop should be kept in a secure location at all times when not in use.
- **All files should be saved in Blackboard or Google Apps for Education, not on the computer hard drive.**
- The laptop should be fully charged when brought to school for use during the day.
- The laptop should be powered off completely, one time per day.
- Tech support is provided at your school, for your laptop, during school hours only. **DO NOT TAKE THE LAPTOP TO A RETAIL STORE FOR REPAIR.** The laptop is covered by a FCPS warranty.
- Technology Support Staff are available at your school during designated locations and times. Additional information will be provided by each school regarding how to place a request for technology support and services.
- **School staff should be informed of a lost/stolen laptop as soon as possible. If you believe your device was stolen, report it immediately to the police**

Listed below is the cost to replace items if they are not returned at the end of the school year during collection:

- Laptop replacement (\$467) Price includes 4 year accidental damage protection
- Power adapter replacement (\$28.00 or \$38 depending on computer model)

Note: If you leave the school, it is your responsibility to return all the above items. Any items not returned will be recorded as debt owed to the school.