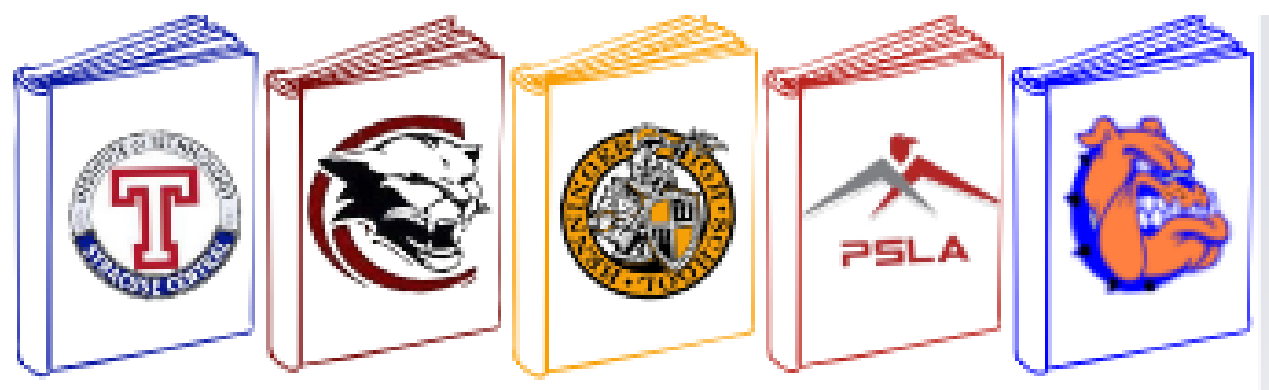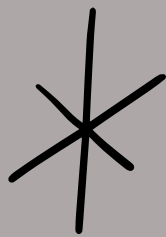# STUDENT LAPTOPS

SCSD High Schools

- Provide access to online tools and resources.

- Increase opportunities for collaboration and creativity.

- Build college and career skills.

- Develop digital citizenship skills

- Increase ability to deliver flexible personalized learning experiences

DISTRICT LAPTOP

Why are we providing a laptop to use at home and at school?

WHAT CAN I ACCESS WITH MY DISTRICT LAPTOP?

WHAT I CAN ACCESS

SCSD WEBSITE
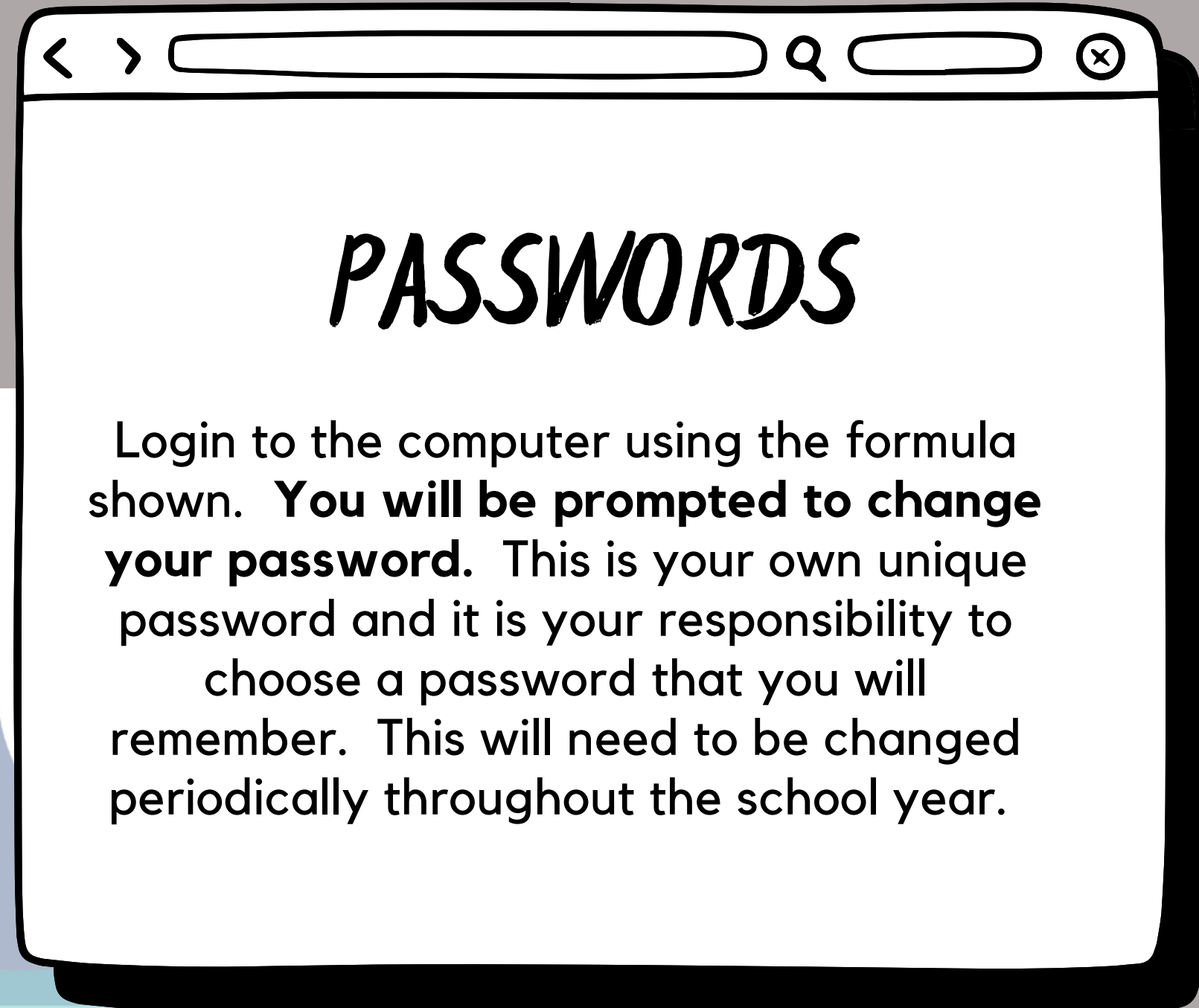
- SCHOOLTOOL
- LIBRARY LINKS
- OUTLOOK EMAIL

CLEVER

- CANVAS
- OFFICE 365 APPS
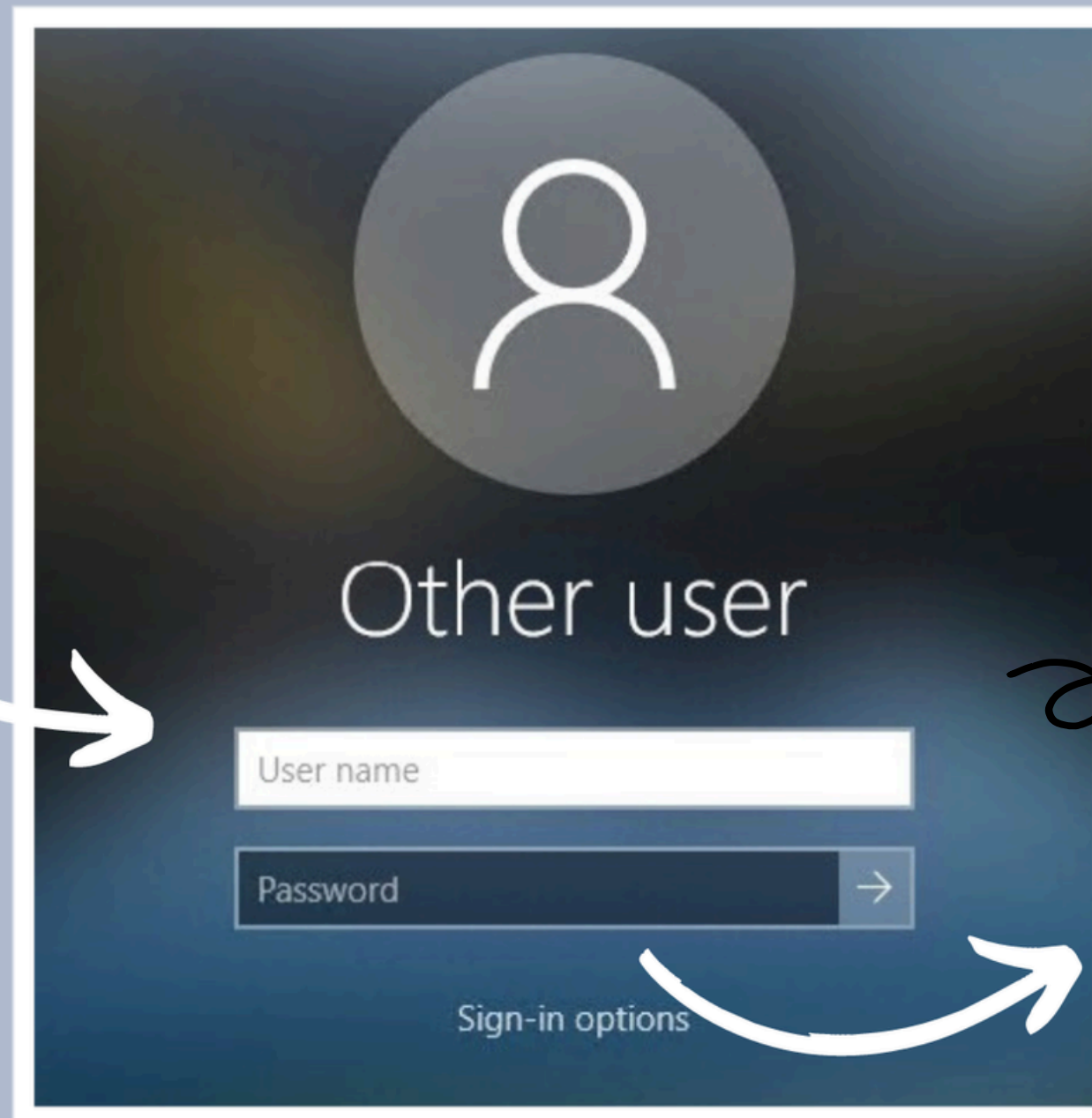- EDUCATIONAL APPS

WHAT IS BLOCKED

- YOUTUBE
- SOCIAL MEDIA
- MANY WEBSITES INAPPROPRIATE TO SCHOOL AND/OR LEARNING

HOW DO I LOGIN TO MY LAPTOP?

USERNAME =
8 CHARACTERS
6 LETTERS &
2 DIGITS

Other user

User name

Password →

Sign-in options

PASSWORDS

Login to the computer using the formula shown. **You will be prompted to change your password.** This is your own unique password and it is your responsibility to choose a password that you will remember. This will need to be changed periodically throughout the school year.
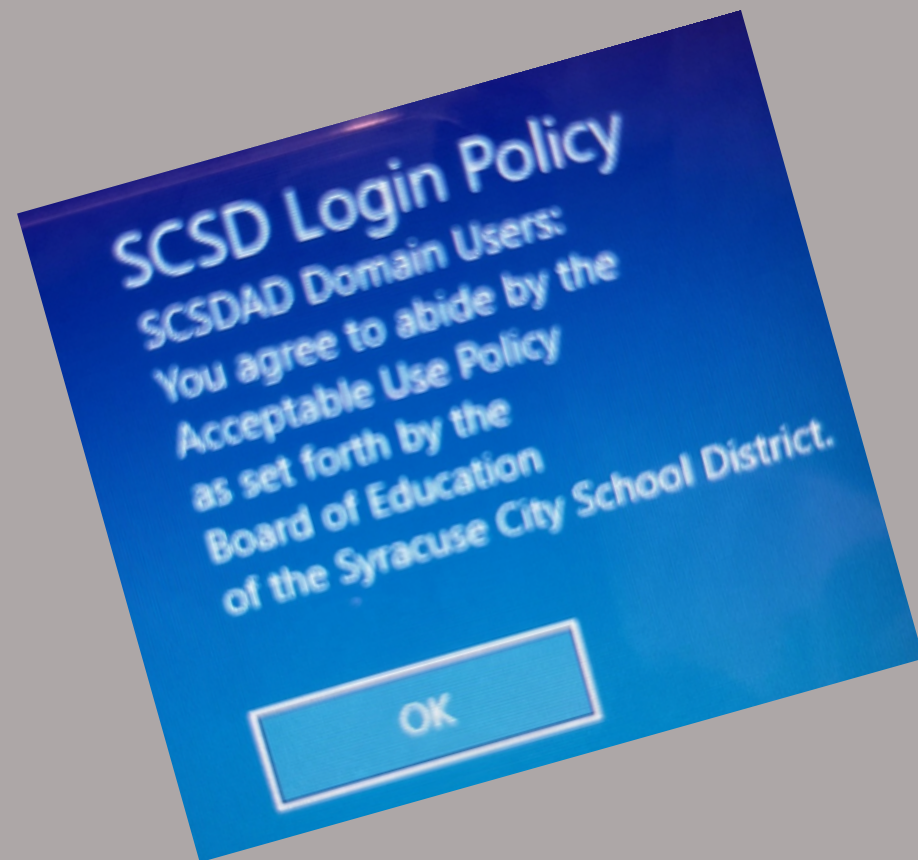
PASSWORD RULES
- AT LEAST 8 CHARACTERS LONG
- MUST INCLUDE 3 OF THESE: LOWERCASE LETTER
- UPPERCASE LETTER
- NUMBER
- SYMBOL
- CANNOT REUSE A PASSWORD
- CANNOT INCLUDE YOUR NAME

SCSD 1:1 DEVICE AGREEMENT

In exchange for the Syracuse City School District allowing students to use and possess a District- owned Device outside of school, we agree to the following:

- Device, charger, and case are property of the SCSD.
- SCSD Board Policies 7315 (Student Acceptable Use) and 8271 (Internet Safety/Internet Content Filtering/District Code of Conduct.)
- Legal usage by students and district staff only.
- Immediate report of loss or damage.
- Repair only by SCSD staff.
- Return of device, charging cord and case upon request or withdrawal from the SCSD.
- District access to all student files and data.
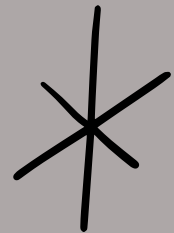- Adequate care and appropriate usage expectations.

- Transport laptop to and from school
  - district provided laptop bags available
- Laptop charged and ready for class each day
- Keep liquids and food away from device.
- Store laptop in safe place
  - Never leave laptop unattended
  - Do NOT leave in a classroom
  - Utilize laptop storage lockers- secure and safe place to store/charge device over night or during school day when not in use
- Do NOT lend your laptop to anyone!
- Utilize laptop as an educational tool ONLY
- Report any lost/missing/stolen or damaged laptops to school librarian as soon as possible

RESPONSIBILITIES

This laptop is property of the SCSD and loaned to you. It is your responsibility to keep track of it and keep it in good working order.

WHAT IF MY LAPTOP DOESN'T WORK PROPERLY?

BASIC TROUBLESHOOTING

Restart your device and see if the problem corrects itself. Devices should be shutdown and restared at least once a week for updates.

LET YOUR TEACHER KNOW!

If problem continues let your teacher know. They can try to help you, or refer you to the school librarian for further assistance.