

South Adams Student Laptop Instructions

South Adams Students,

Welcome! Your laptop username is your five-digit student number and your unique, secure password is enclosed in the envelope with this letter. Your laptop password is assigned (and can only be reset or changed) by the technology department.

You will use your school Gmail account to communicate with teachers. Your Google Drive/Gmail username uses the format *firstname.lastname@sadams.us*. Your password is the same as your Windows laptop login. If you have trouble accessing your Google account, please go to the Student Tech Center.

To access PowerSchool (grades and assignments), please see the secretary in the school office for your login information.

Things you should know . . .

Make sure you read the student agreement in the student handbook as well as the proper care instructions provided on your school's website. Remember, your laptop is intended for educational purposes only. Sites such as Facebook, Twitter, etc. are not permitted at any time (on or off campus). Absolutely no proxy/VPN add-ons can be used! Administrators and teachers have a system in place for monitoring your use. Random laptop checks may take place as well.

You will be required to carry your laptop in its case at all times during the school day. The majority of damages last year were cracked screens here AT SCHOOL. Be careful to remove pencils, ear buds, etc. before closing the lid and do not stack anything on top of your laptop.

The Student Tech Center is located in the high school library. Students should bring their laptop to this location for support and repairs. If you have a question that can be answered by email, you may send it to Mr. Arnold, karnold@southadams.k12.in.us, Mr. Houser, nhouser@southadams.k12.in.us, or Mrs. Highley, mhighley@southadams.k12.in.us.

When you go to use your laptop at home, you will want to restart it at home so that it can connect better with your home network. Likewise, when you return to school, you will want to restart your laptop so that it can properly reconnect to the school network. **Experience has also shown that restarting your laptop will remedy a vast majority of any laptop errors/concerns that may occur.**

At the end of the day you will need to plug your laptop into your charger at home so it can fully charge overnight. A full charge should be enough for a full day's use in class. You may have your laptop charged at the Student Tech Center, but you will be required to use a student handbook pass to do so.

You are expected to have your laptop with you in every class, every day, unless the teacher has stated otherwise. If your laptop is not charged, or it is damaged and still in the Tech Center for its repair, you should check out a loaner laptop from the Tech Center with a student handbook pass and return it before the end of the day. You may not take this loaner laptop home with you. If your parents have signed and returned the repair authorization form, but it will take additional days to repair, we will provide you with a loaner laptop.

Students are allowed to print up to 150 pages each semester at the copy machines in your wing of the building. No personal printing is permitted. If a teacher requests you to provide multiple copies, please email your document to your teacher and have them print or copy it for you. Be careful to print wisely and reserve a balance for end of semester projects. No adjustments will be made to print quotas.

One last reminder - students are responsible for backing up their documents regularly. If your computer crashes or needs reformatted, you will lose all of your data stored locally on your computer. Your files should be stored/backed up onto Google Drive.

If you have questions regarding any of the above, please visit the Student Tech Center.

Thank you,

South Adams Technology Department

Website/Resource Login Information

WEBSITE/ RESOURCE	GRADE LEVEL	ICON(S)	USERNAME	PASSWORD	SCHOOL CODE
BrainPop	K-12		student number	See teacher for class code	See teacher for class code
Canvas	K-12		student number	computer password	South Adams Schools
Clever	6-12		student number	computer password	-
Criterion	6-8		firstname.lastname@sadams.us	student number@SA e.g. 12345@SA	-
Destiny Library Destiny Quest/Teen BookCloud	K-12		student number	first initial, last initial, student number e.g. sa12345	-
Gmail/Google Drive	K-12		firstname.lastname@sadams.us	computer password	-
IXL	K-8		student number	first initial, last initial, student number e.g. sa12345	@southadams When using the <u>app</u> for the first time, enter the school code.
Learn 360	K-12		southadams	digital	-
Learning.com	K-8		student number	student number	-
Mindtap	8-9		sams, first initial, last initial, student number e.g. samsms12345	first initial, last initial, student number e.g. sa12345	Course key will be given by the teacher
Plato	9-12		student number	student number	
Renaissance Place	K-8		student number	first initial, last initial, student number e.g. sa12345	-
Scholastic GO	K-12		sadams	sadams	-
Safari Montage	K-12		Students access within Canvas	Students access within Canvas	-
Tumble Books	K-12		southadams	books	No user/pswd if accessed via the SA Library website.

