

SAHS Laptop Beginning of the Year Instructions

High School Students,

Welcome back! Your laptop user name and password are set to your five digit student number. For security reasons you should change your password when you return to school. Please make sure you do this when you are logged in AT SCHOOL. Your Canvas login is the same as your Windows login. When you change your laptop password, this also changes your Canvas password.

Gaggle (student email) passwords have been reset to your five-digit student number. Again, please change your password, but make sure you remember what you change it to! Your username remains the same as last year – first name.last name.

Your PowerSchool (grades and assignments) login is the same as last year. If you do not remember it, please see Mrs. McPeek in the high school office.

Your Google Drive username is your firstname.lastname@southadams.k12.in.us. Your password is your student number and sahs – example 12345sahs.

Things you should know . . .

Make sure you read the student agreement in the high school handbook and proper care instructions provided on the high school website. Remember your laptop is intended for educational purposes. Skype or other video, chat sessions, streaming music and movies, etc. are not permitted during the school day unless your teacher has instructed you to use. 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 use a monitoring system. Random laptop checks will take place as well.

You will be required to carry your laptop in your bag at all times during the school day. The majority of damages last year were cracked screens here AT SCHOOL. Be careful to remove pencils, 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 drop off their laptop at this location for support and repairs. If you have a question that can be answered by email, you may send it to Mr. Houser, nhouser@southadams.k12.in.us, Mrs. Highley, mhighley@southadams.k12.in.us or Mr. Smith, david.smith@southadams.k12.in.us.

No charging allowed at school. Chargers must stay at home. You may have your laptop charged at the student tech center, but you will be required to use a student 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 you have not paid outstanding balances, you should check out a laptop from the library with a student pass and return it at the end of the day. You may not take this laptop home with you. If your laptop is being repaired (your parents have signed and returned the repair authorization form) and it will take days to repair, we will provide you a loaner laptop.

Students are allowed to print up to 125 pages each semester in the high school library. No personal printing permitted. If a teacher requests you to provide multiple copies, please email your document to your teacher and have them print or copy 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 on your local computer.

If you have questions regarding the above, please visit the student tech center.

Thank you,

South Adams Technology Department