



Awtrey Middle School

How to Care for Your Assigned Device



Laptop LEAD Expectations

LEARN

I will use my assigned laptop to support my learning at school and home.

EMPOWER

I will use my assigned laptop, charger, and bag correctly to protect my device from damage.

ACHIEVE

I will use my assigned laptop to meet classroom expectations.

DREAM

I will use my assigned laptop to create my best work.

Laptop LEAD Expectations

LEARN

I will use my assigned laptop to support my learning at school and home.

- I will use the device to access CTLS and other teacher approved resources.
- I will use the device to help realize my maximum potential.
- I am the only person who has permission to use my device.

Laptop LEAD Expectations

EMPOWER

I will use my assigned laptop, charger, and bag correctly to protect my device from damage.

- I will keep the laptop secured in my bag at all times.
- I will charge my laptop every night to be prepared for school the next day.
- I will keep the laptop, charger, and bag together at all times.
- I will keep my laptop, charger, and bag clean and free from marks or damage.

Laptop LEAD Expectations

ACHIEVE

I will use my assigned laptop to meet classroom expectations.

- I will use the laptop correctly to complete assignments.
- I will submit work on time in the way my teacher requires.
- I will use the laptop to check my assignments in CTLS daily. and grades in CTLS daily.
- I will use the laptop to check my grades in StudentVue weekly.

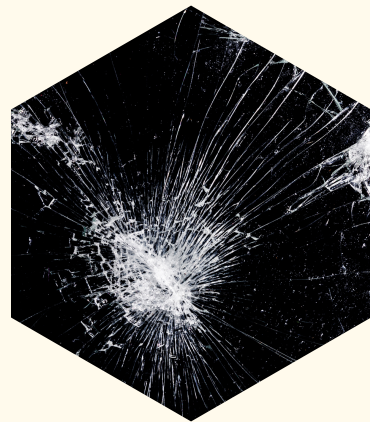
Laptop LEAD Expectations

DREAM

I will use my assigned laptop to create my best work.

- I will use the applications and resources provided by my teacher to showcase my abilities.
- I will use my device to communicate with my teachers and fellow students in an appropriate manner.

Taking Care of Your Assigned Laptop



Respect

Make sure there is nothing on the keyboard before you close the laptop (ex. pencil, earbuds, book)



Repair

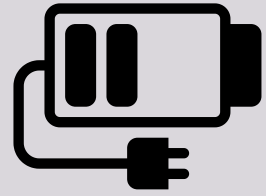
If you bring the laptop to the CLC for repair, it must be in the bag.



Recharge

When not in use, turn it off to save battery life.

Awtrey Device Rules and Procedures



Charge every night.



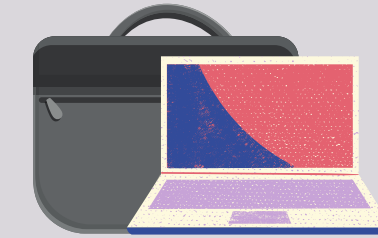
Bring the device to school daily



Turn off the device when not in use



No food or drinks near device



Keep the device, bag and charger in their possession and not allow others to borrow



Carry the device zipped in the bag.

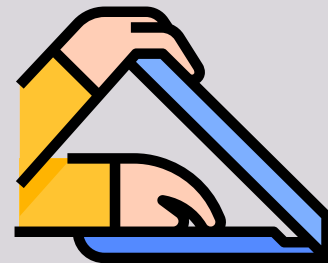
In class, the students will be responsible by:



Device used with teacher permission



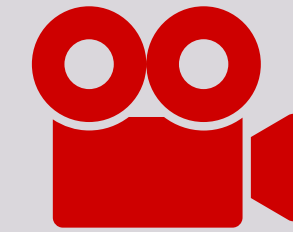
Cite sources on assignments



Lower the screen when teacher is talking



Turn in assignments on time, even if the device isn't working



Record video or audio only with teacher or administration permission



Going to websites that the teacher has directed them to

When a device has a problem, students will:



Respect security settings and filters and not change them



Bring the device, charger and bag to the kiosk in the CLC to put in a repair ticket



When you pick up the device from repair, your password will have changed to your 8 digit birthday MMDDYYYY.

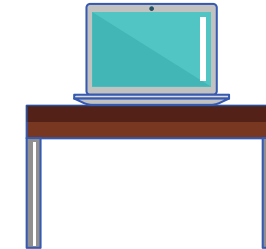
Awtrey Device Important Information



Turn off, close the cover, and zip up the device in the bag when transporting.



Make sure your hands are clean before using the device.



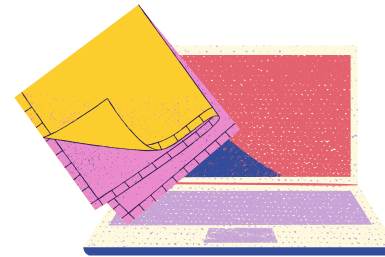
Put the device on a flat table surface and make sure the charging cable is not a tripping hazard.



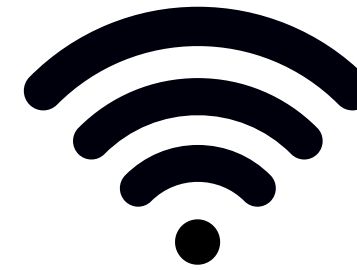
Carry the device with two hands and lift it by the base and not the screen.



Keep heavy objects away from the device. (Do not stack items like books or your backpack on top of the device.)



Clean with a soft microfiber cloth. (Do not use a liquid cleaner.)



The device will automatically connect to the Matrix network when at school after all initial setups and updates at home.

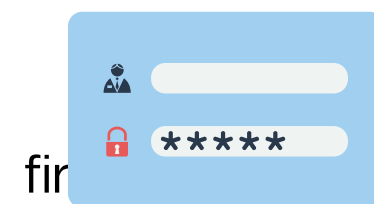


Please read the CCSD user agreement in ParentVue. This device is for educational purposes only and should not be shared.



All CCSD devices are tagged and labeled with tracking devices. If a label starts to peel off, please put clear tape over the label.

Login Information



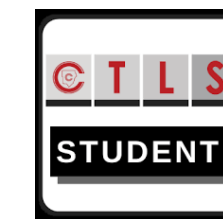
User: `firstname.lastname@students.cobbk12.org`

Password: `computer password at school`

Do not share your login or password with anyone!



Always save your work in Office365 and not on the device.



Use the icons on your desktop to open Office365 and CTLS. (You may need to delete your browsing history from time to time to access.)

If you have problems or questions, please visit Mrs. Foster in the Awtrey CLC.