






## Taking Care of Your Cobb County School-Issued Device

<p><b>Logging On</b></p> 	<p>Your Office 365 credentials are: <b>UN: firstname.lastname@students.cobbk12.org</b> <b>PW: Try your birthday (MMDDYYYY) or CCSD student ID #</b></p> <p>If this does not work, contact Mrs. Harris to reset your password.</p>
<p><b>Tech Support</b></p> 	<p>Bring device to school media center to submit a tech ticket at the helpdesk kiosk or with media center staff. Scan the device's serial number (sticker on the bottom). Include in your message: ~a brief description of the issue</p> <p><b>Do <u>NOT</u> take the device to a computer service</b> outside the school district. Repairs must be done by CCSD computer technicians.</p>
<p><b>The laptop is Cobb County property and must be used for school use only.</b> TECHNOLOGY OFFENSES: Students who violate the Code of Conduct with regards to misuse of technology may lose the privilege of utilizing District-issued technology for a time period to be determined by administration, which may include a permanent revocation of technology privileges. Administration may also limit use of student-owned technology on school campuses or use of the District network for academic purposes.</p>	
<p><b>General Information</b></p> 	<ul style="list-style-type: none"><li>• Keep away from pets and small children.</li><li>• Store the laptop with screen closed.</li><li>• Do not put anything on top the laptop.</li><li>• Do not remove any keyboard keys.</li><li>• Do not remove or modify any labels or tags.</li><li>• Never lift the laptop by the screen.</li><li>• Only clean with a soft, dry microfiber cloth</li><li>• Avoid horseplay and other negligent incidences that may cause damage.</li><li>• Do not intentionally damage, drop, throw, etc. the device or screen.</li><li>• Screen protectors (not provided) can be purchased on Amazon. (search for 11.6 Inch Laptop Screen Protector, Anti Blue Light Chromebook Computer Anti Glare Screen Filter for 11.6" Acer/HP/Lenovo/ASUS/Dell/Samsung Aspect Ratio 16:9)</li><li>• If you lose your charger or need a replacement, they are available on Amazon.</li></ul>

**Please contact Ms. Harris (Media Specialist) for any concerns or login issues**

**Paige.Harris@cobbk12.org**