

## Student-Assigned Laptop Information

Your new laptop requires an email and password to get into it and *you have to connect it to Wi-Fi the first time you log in.* **It is the same email and password as your K12 Microsoft 365 Email account.**

If your computer asks you for a “School ID” when you access the internet the first time, enter this number (you should only have to do so once): **43743678**

Due to new security restrictions, you will find that you only have access to the *Downloads* directory, so save anything that you need there. You can even create sub-folders to organize. **You should, however, make sure you back up to OneDrive so you won’t lose data if you have to switch laptops. In fact, you should make a habit to save to OneDrive in the first place.**

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- Charge your computer every night. (and don’t lose your charger!)
  - Your laptop battery should last you throughout the school day easily, provided that you fully charge it every night. If you find that your low on charge near the end of the day, you can try lowering the screen brightness to conserve electricity.
  - Keep track of your charger. If you require a replacement because you damaged it or lost it, you may be charged a reimbursement fee.
- No stickers or writing on laptops
  - While it may seem like a harmless personalization, you must keep in mind that it will fall to someone else to remove the stickers, use alcohol wipes to get the glue residue off, etc. This is particularly true if you end up having a technical issue that involves hardware repair or re-imaging. In that case, we will end up trading you laptops anyway so that you do not have to wait on us to fix it. We will then issue the one that you turned in to someone else.
- Don’t be careless
  - These laptops are property of Mingo County Schools and are being *loaned* to you. Therefore, you may be held accountable for *preventable* damage caused due to carelessness on your part. If you are shown to have multiple issues with physically damaged laptops, you may be issued an older, less expensive model so that you pose less of a financial risk.
  - The power port on these laptops use USB-C, which is more fragile than other designs. To help avoid damage to the power ports, please make sure you **unplug the charger** from the laptop when you’re carrying it. Otherwise, even a small bump could result in a time-consuming, costly repair.
- Save in the Cloud! (OneDrive)
  - It is very risky to keep physical files on your computer. In the event that you have some sort of hardware failure or require a re-install of Windows, **you will lose any data that is saved to the hard drive**. It is therefore *highly* recommended that you save any files that you need for class and assignments on your OneDrive (accessed through your email account).