

STUDENT LAPTOP WELCOME & SURVIVAL GUIDE

Essential Tips, Wi-Fi Setup, & Quick Troubleshooting for BCPS Flying L's

FIRST DAY SETUP & LOGGING IN

- **Network Login:** Log into your HP EliteBook using your BCPS Student ID number (10...) and standard district password.
- **Wi-Fi Connection:** At school, select **BCPS-WiFi** or **SBBC-STUDENT**. Enter your student ID and password when prompted.
- **At Home Wi-Fi:** Click the Wi-Fi icon on the bottom right taskbar, select your home internet network, and log in. You do NOT need a VPN to access Clever or Canvas from home.
- **Clever Portal Access:** Bookmark **clever.com/in/bcps** for 1-click access to Canvas, Focus, Office 365, and digital textbooks.

DAILY CARE & BEST PRACTICES

- **Charge Every Night:** Plug your laptop in overnight! Classrooms have limited power outlets, and you are expected to arrive with a 100% full charge every morning.
- **Use Your Protective Case:** Always keep your HP EliteBook inside its district-issued protective carrying case when moving between classes or in your backpack.
- **No Stickers or Personalization:** Do NOT place permanent stickers, write on, or draw on the laptop or charger. Devices are district property and must be returned clean.
- **Safe Liquids Rule:** Never keep open water bottles, drinks, or food inside your backpack alongside your laptop. Spills are the #1 cause of hardware damage!

DIGITAL CITIZENSHIP & RULES

- **BCPS Web Filtering:** Content filters are active both on-campus and at home. Restricted or inappropriate sites are automatically flagged and logged.
- **Password Protection:** Never share your student password with peers. You are accountable for all activity conducted under your account.

COMMON TROUBLESHOOTING GUIDE

? Laptop frozen or screen won't turn on?

Perform a **Hard Restart**: Press and hold the power button for 15 full seconds until the power light turns completely off. Wait 5 seconds, then press power again.

? Wi-Fi keeps disconnecting or showing "No Internet"?

Click the Wi-Fi icon, turn Wi-Fi OFF, wait 10 seconds, and turn it back ON. If at school, click "Forget Network" on BCPS-WiFi and reconnect.

? Keyboard or touchpad stopped responding?

Restart the device. Ensure no function lock key (like Fn + F11) was accidentally pressed. You can also plug in an external USB mouse if needed.

? Sound / Audio not working in Canvas or Teams?

Click the speaker icon on the taskbar and confirm the audio output is set to "Speakers (Realtek Audio)" rather than muted HDMI headphones.

 **Battery Draining Fast? Lower screen brightness to 60-70% and close extra Google Chrome or Edge tabs running in the background!**

LOST, DAMAGED, OR NEED TECH HELP?

FLHS Tech Help Desk: Located in the **Media Center**.

- Open before school (7:15 AM - 7:40 AM) and during Study Hall periods.
- **Damaged Charger / Screen:** Bring the broken device to the Media Center immediately for diagnostic evaluation.
- **Stolen Device:** Report immediately to the FLHS Front Office and complete a police report with our School Resource Officer.