



Device Handout for 2020-2021

First Time Logging In on one of our **district laptops**? (Note: For laptops only, not Chromebooks)

Username = .\student Password = Cplace250

Video Tutorials Available on our School Website!

Link: Video Tutorial - [How to add Skyward Notifications](#)

Link: Video Tutorial - [How to navigate a Google Classroom](#)

Do you need home internet access?

Call our main office at 509-522-3312 if you have a need for home internet access. Hablamos Espanol!

Theft or Damage

If your device is damaged please contact the main office at 509-522-3312. For troubleshooting issues or tech support, please contact Travis Stapleton at tstapleton@cpps.org.

If your device is stolen, please contact the main office to speak with School Resource Officer, Joey Langlois.

Web Filtering and Inappropriate Use

Be advised that all activity conducted on a College Place Public Schools electronic device is monitored and students who conduct themselves in a disruptive or illegal manner will be subject to discipline, including loss of access to the device.

Harassment, Intimidation, and Bullying

Students wanting to report a Harassment, Intimidation, or Bullying online situation should complete the SafeSchools online reporting form: <https://cpps-wa.safeschoolsalert.com/>

Students may also report any concerns directly to Assistant Principal Bryant via email at abryant@cpps.org.

Device Care and Maintenance:

- Clean with a non-bleach cleaner and microfiber cloth, at least weekly.
- Make sure Chromebook battery does not discharge completely. Charge every night!
- Keep away from extreme heat, moisture, food, drinks, etc. Keep food and drink away.
- When carrying devices in a bag, make sure there are no sharp objects which could cause damage.
- Don't hold or carry devices by the screen. Close the lid before picking up. Handle with care!
- Keep your charger with the device.

Link: Video Tutorial - [How to clean and maintain my CPPS issued device](#)

Remember, you will be held responsible for any damage or missing parts!