Kent County
LOCAL MANAGEMENT BOARD
Equitable Access. Shared Assets. Full Opportunity.

PROUDLY SERVING THE COMMUNITY OF
Kent County
MARYLAND

**FREE**
**LAPTOP**
**PROGRAM**

WWW.LINKTR.EE/KCLMB

# Kent County
## MARYLAND

# FREE
# LAPTOP
# PROGRAM

WWW.LINKTR.EE/KCLMB

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# WELCOME

Welcome to the Kent County Free Laptop Program! The Kent County Local Management Board and our partners are excited to have you as a participant in this initiative designed to bridge the digital divide and promote digital equity in our community.

We extend our heartfelt gratitude to the Kent County Public Library, Minary's Dream Alliance, and Upper Shore Aging for their support in distributing laptops to applicants like yourself. Their collaboration has been instrumental in making this program a success and ensuring that individuals in our community have access to the technology they need.

**In the resource packet that follows, you will find a wealth of information to help you make the most of your new Chromebook and enhance your digital experience. Here is a brief overview of what you can expect to find:**

**How-to Information:** Learn how to set up and navigate your new Chromebook, explore its features, and maximize its capabilities. We provide step-by-step instructions to help you get started and make the most of this valuable resource.

**Tech Support:** We understand that technology can sometimes be challenging, so we have included contact information for our dedicated tech support team. Whether you have questions, encounter technical issues, or need assistance with your Chromebook, our experts are here to help you every step of the way.

**Mobile Hotspot Availability:** Discover information about mobile hotspot availability. Stay connected even when you're on the go by learning how to access and utilize mobile hotspot services in your area.

**Safety Tips:** Your safety is important to us. In this section, we provide essential safety tips to ensure that you have a secure online experience while using your Chromebook. Learn how to protect your personal information and stay safe while browsing the internet.

**Educational Opportunities:** We believe in the power of education. Find resources and information about educational opportunities available to you through our program. Discover online courses, digital libraries, and other platforms that can help you expand your knowledge and skills.

We hope that this resource packet will serve as a valuable guide as you embark on your digital journey with your new Chromebook. Remember, this program is not just about providing you with a laptop; it's about empowering you to thrive in the digital world.

Once again, congratulations on being approved for the Kent County Free Laptop Program. We appreciate your commitment to enhancing your digital access and look forward to seeing the positive impact it will have on your life. If you have any questions or need further assistance, please do not hesitate to reach out to us.

# *Thank you for being a part of this transformative program!*

# Congratulations on Your New Device!

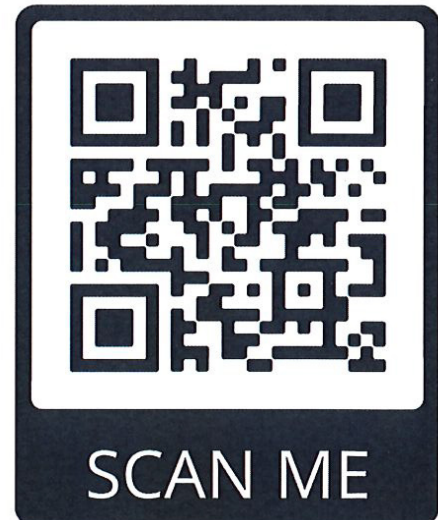Create a Google email account by scanning the following QR code

**SCAN ME**

## How to get started with your Chromebook

**SCAN ME**

## Video Tutorial on navigating your new Chromebook

**SCAN ME**

**Free and open to everyone!** **English and Spanish tech support available.**

Marylanders Online offers FREE one-on-one tech support and training to help you learn to use the internet and stay connected with technology. Call the Marylanders Online Call Center or visit our website to build your internet skills and online confidence at your own pace.
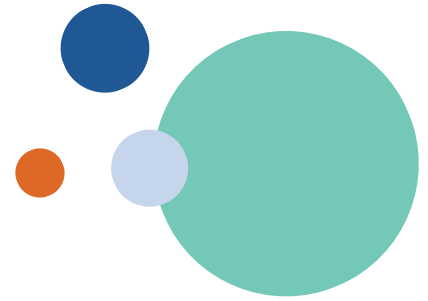
**Call Us Today**
1-866-206-8467
**Monday-Friday, 10 a.m. - 8 p.m.**
**Saturday, 10 a.m. - 5 p.m.**
marylandersonline@umd.edu

# USEFUL ICONS/KEYS
# ICONS ON THE SCREEN

This status bar can be identified by the Battery icon. Clicking here will let you see information about your computer including, Wi-Fi connections, battery life, volume control, along with the date and time.
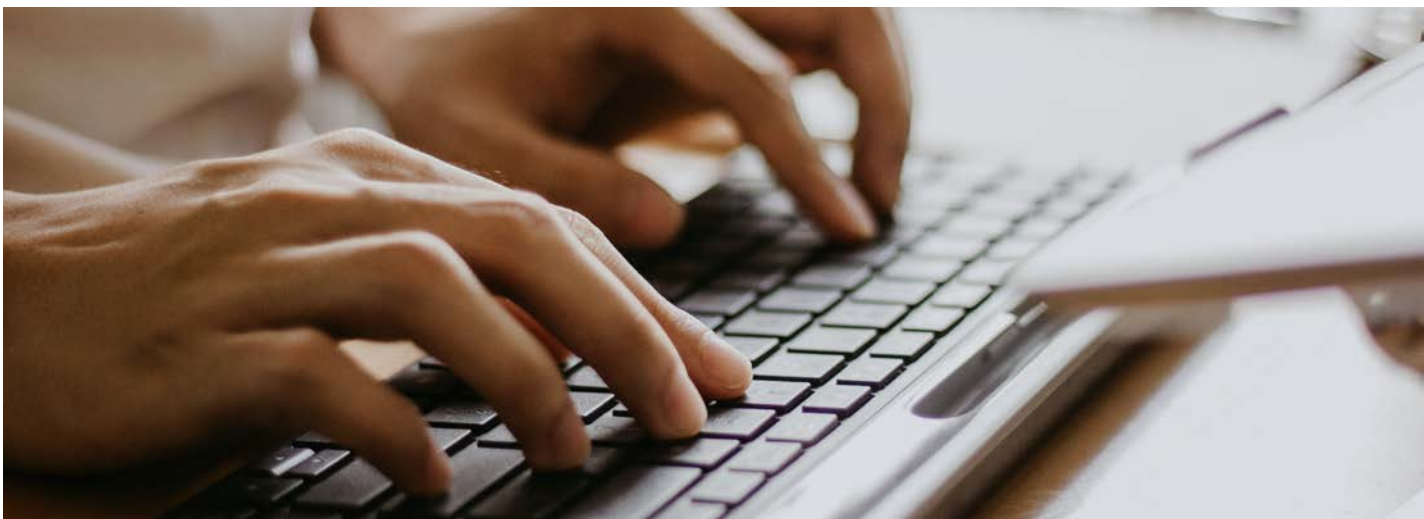
This is the Chrome icon. Chrome is the name of the internet browser on your computer. This is where you can access the web to visit websites to do things like check your email, search for jobs, and shop online.

You will see the Wi-Fi icon within the status bar discussed above. Clicking on it will let you select an internet connection. After selecting a secure source, you will be prompted to put in a password. Unsecured internet connections (found in public places like restaurants, coffee shops, and libraries usually don't have a password.)

This is "Power." Holding it down turns the computer on or off. Please turn off the laptop by using the Power symbol that appears when you click the Windows icon, not by press- ing this button.

# IMPORTANT KEYBOARD KEYS:

**ENTER**   Enter creates paragraph breaks when writing documents/email. You also hit "Enter" when you are done entering information online, like the contents of a form or the address of a website you want to visit.

**TAB**   Tab indents your paragraphs when writing documents. It also moves you ahead to the next field when you fill out forms. (You can click in the next field to move, too.)

**BACKSPACE**   Backspace removes whatever letter/number is to the left of your blinking vertical cursor while you are typ- ing text.

**CAPSLOCK**   Pressing CapsLock makes the keyboard type in all capital letters. Press it again to switch back.

**SHIFT**   Holding down the Shift key while pressing another key makes a letter key type a capital letter and a number key type the symbol written above the number.

**Tip 1: Buttons on the black strip along the bottom of the screen (the "taskbar") only need to be clicked once to open up. Buttons on the blue part of the screen (the "desktop") need to be clicked twice.**

**Tip 2: If you click somewhere and a blinking vertical line appears, that means you can type text there. Try this out while using Edge, or look for it when using Word.**

# KENT COUNTY PUBLIC LIBRARY
# LEARN THE BASICS
## FREE TECH HELP APPOINTMENTS

**Call to schedule a personalized tech help session:**

TECH
HELP
Your questions answered!

Kent County Public Library
## 410-778-3636
**Call to schedule an appointment!**

Choose any KCPL location for your tech help appointment.
Bring your laptop and your questions!

Learn the basics of using your new laptop.
Sign up for a library card to borrow a mobile hotspot and connect with KCPL's Digital Library – all for free!

## Kent County Public Library

kentcountylibrary.org

410.778.3636    Chestertown Branch
410.648.5380    North County Branch
410.639.7162    Rock Hall Branch

**BROADEN CONNECTIONS.**

**EXPAND KNOWLEDGE.**

**STRENGTHEN COMMUNITY.**

*Kent County*
PUBLIC LIBRARY

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# BORROW A MOBILE HOTSPOT
## AT KENT COUNTY PUBLIC LIBRARY!

**Use your library card to check out a hotspot and enjoy internet access anywhere there is a cell signal.**

**You can connect multiple devices to the hotspot in order to:**

**Stream Video**

**Play Online Video Games**

**Check Email**

**Explore Social Media**

**Complete Homework Assignments**

KCPL's hotspots have unlimited data, great coverage, and can support multiple devices at a time! Check them out for three weeks at a time.

*No library card? Sign up is easy! Bring photo ID and proof of current address to any KCPL location. Library cards are free for all Maryland residents.*

Kent County
PUBLIC LIBRARY

# KENT COUNTY PUBLIC LIBRARY'S
# DIGITAL LIBRARY

## OPEN 24/7 ● ONLINE FROM ANYWHERE

Once you're connected to the internet, visit KCPL's Digital Library and use your library card to borrow ebooks, stream movies and TV shows, take online classes, get help from an online tutor and so much more – all for FREE!

This packet highlights some of our most popular online resources, but there's even more to explore on our website. **To get started, visit kentcountylibrary.org**

## Read, Watch, and Listen

### OVERDRIVE/LIBBY BY OVERDRIVE

Download audiobooks, eBooks, and magazines.
Available in your browser or via Libby app on a smartphone or tablet.
Check out limit: 10 items at a time.
Hold limit: 10 items at a time.

### HOOPLA

Stream or download a variety of media, including eBooks, audiobooks, movies, TV shows, music, and more.
Available in browser or via hoopla app.
Check out limit: 8 items per month.

### LOCAL NEWSPAPERS

Read articles from the Kent County News and other local newspapers.
Over 15 years of articles available.
Text only (no photographs or other images).

Kent County
PUBLIC LIBRARY
kentcountylibrary.org

# Digital Library for Students

## OVERDRIVE/LIBBY BY OVERDRIVE

eReading Room for Kids. Download  audiobooks and eBooks for young readers.
Available in your browser or via Libby app on a smartphone or tablet.
Check out limit: 10 items at a time.
Hold limit: 10 items at a time.

## BRAINFUSE

Free live online tutors & homework help.
Available 1pm–11pm daily.

## BOOKFLIX

Video storybooks paired with nonfiction eBooks to help build children's love of reading and learning.

## BEANSTACK

Join KCPL reading challenges, track your reading, and more.
Available in browser or via the Beanstack app for smart phones or tablets.

## NATIONAL GEOGRAPHIC KIDS

Explore Nat Geo Kids magazine, as well as nonfiction books, videos (including Amazing Animals) and photos.

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kentcountylibrary.org

# Online Classes

### GALE COURSES

**Convenient instructor-led online courses for personal enrichment and developing job skills.**
Choose from over 300 courses on a variety of subjects.
Classes start monthly and run for 6 weeks.

### PETERSON'S TEST & CAREER PREP

In-depth information about colleges, universities, and careers with standardized test preparation, tuition assistance tools, certification exams, and advice on resumes, cover letters, interviewing, and networking.

### MANGO LANGUAGES

**Practical, conversational-based language lessons with a personalized review system to help you learn a new language.**
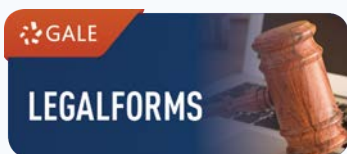Available in over 70 languages.
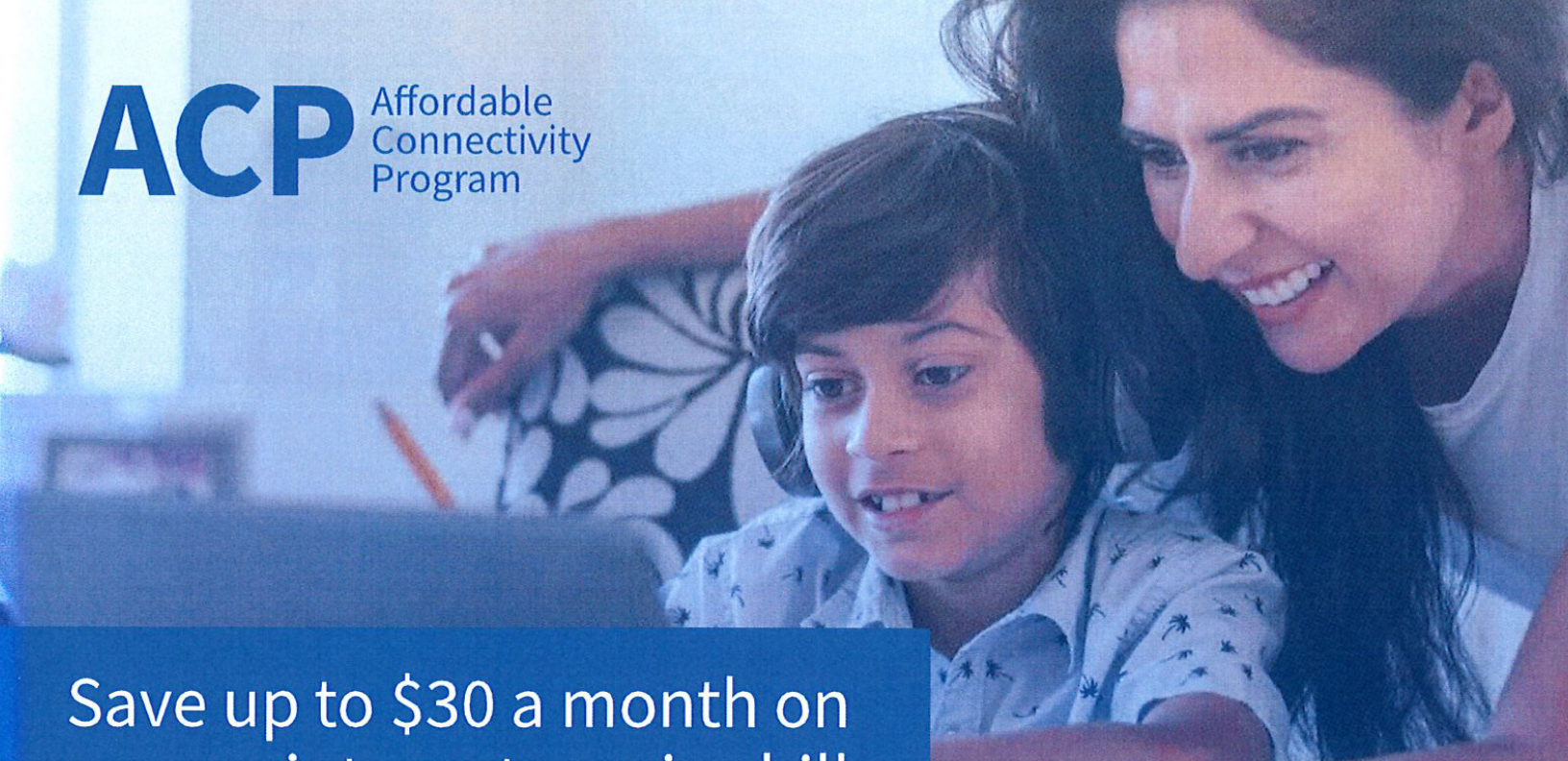
# General Information

### GALE GENERAL ONEFILE

Find and read articles on lots of different topics from a wide variety of sources, including major newspapers and popular magazines.

### GALE LEGAL FORMS

Thousands of free, downloadable, and customizable general and state-specific legal forms, legal definitions, and other resources.

*Kent County*
**PUBLIC LIBRARY**

kentcountylibrary.org

# ACP

**Affordable Connectivity Program**

## Save up to $30 a month on your internet service bill

**The Affordable Connectivity Program (ACP)** is a new federal program that helps low income families afford the cost of having internet service at home.

### ACP Participants Receive:

- Up to a $30/month discount on your internet service
- Up to a $75/month discount if your household is on qualifying Tribal lands
- A one-time discount of up to $100 for a laptop, tablet, or desktop computer (with a co-payment of more than $10 but less than $50)

### Who Qualifies?

There are four ways your household can qualify for the Affordable Connectivity Program (ACP):

- Based on your household income
- If you or your child or dependent participate in certain government assistance programs such as SNAP, Medicaid, WIC, or other programs
- If you or your child or dependent already receives a Lifeline benefit
- You may also qualify for the ACP through a participating internet provider's existing low-income program.

### If you or someone in your household participates in one of these programs you are automatically eligible for ACP:

- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- Supplemental Security Income (SSI)
- Federal Public Housing Assistance (FPHA)
- Veterans Pension and Survivors Benefit
- Free and Reduced-Price School Lunch Program or School Breakfast Program, including at U.S. Department of Agriculture (USDA) Community Eligibility Provision schools
- Received a Federal Pell Grant in the current award year

**Enroll Today**   www.affordableconnectivity.gov

FC  Universal Service Administrative Co.

*The Affordable Connectivity Program is administered by USAC with oversight from the Federal Communications Commission (FCC).*

# 7 INTERNET
# SAFETY TIPS

### DON'T GIVE OUT PERSONAL INFORMATION

Avoid online phishing attempts by keeping your personal information private. Don't give out your phone number, social security information, or banking info to someone you don't know.

1

### CREATE COMPLEX PASSWORDS

Create passwords with a combination of letters, numbers, and symbols. Consider using password managers to create and keep track of your passwords.

2

### CHECK WEBSITE RELIABILITY

Before purchasing anything on a website ensure that it's safe. You can do this by checking if it has a small lock icon or "https" before the URL. The "s" in "https" stands for "secure" and the lock means it's confirmed as a safe site by your browser.

3

## AVOID SUSPICIOUS ONLINE LINKS

Be careful of websites or emails containing suspicious links. Some websites may use quizzes, freebies, or salacious stories to get you to click on them and then steal your personal information.

**4**

## KEEP YOUR COMPUTER UPDATED

Computer developers release updates to keep products safe. Keep your device software up to date so it is not vulnerable to malware. General settings should be the place to look for software updates.

**5**

## MONITOR APP PERMISSIONS

Learn the privacy settings for any device, app or service you use. Some apps will ask for permission to access photos and other personal information. Stay informed so you aren't sharing anything you don't want to. You can customize what you want in your device's settings.

**6**

## BE CAUTIOUS WITH PUBLIC WIFI

Be careful when you use public wifi. When accessing public networks, **anyone can use unsecured networks to distribute malware and access private information.**

**7**

# KIDS' RULES FOR ONLINE SAFETY

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.

3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

4. I will never send a person my picture or anything else without first checking with my parents.

5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.

6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

7. I will not give out my Internet password to anyone (even my best friends) other than my parents.

8. I will check with my parents before downloading or installing software or doing anything that could possibly hurt our computer or jeopardize my family's privacy

9. I will be a good online citizen and not do anything that hurts other people or is against the law.

10. I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

*Rules one through six are adapted from the brochure Child Safety on the Information Highway by SafeKids.Com founder Larry Magid. (© 2004 National Center for Missing and Exploited Children). Rules 7 through 10 are copyrighted by Larry Magid (© 2005)*

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