



Queen Anne's
County MARYLAND

FREE
LAPTOP
PROGRAM

WWW.QACFREELAPTOP.COM




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WELCOME

Welcome to the QAC Free Laptop Program! The Queen Anne’s County Community Partnerships for Children and Families, also known as our Local Management Board (LMB), 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 Area Agency on Aging and Queen Anne’s County Library for their invaluable 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 QAC 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!



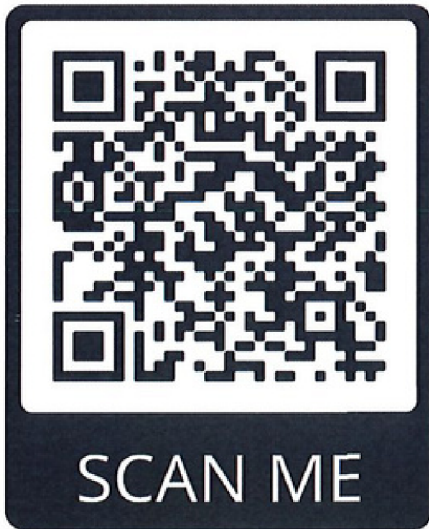
Congratulations on Your New Device!

Create a Google email
account by scanning the
following QR code

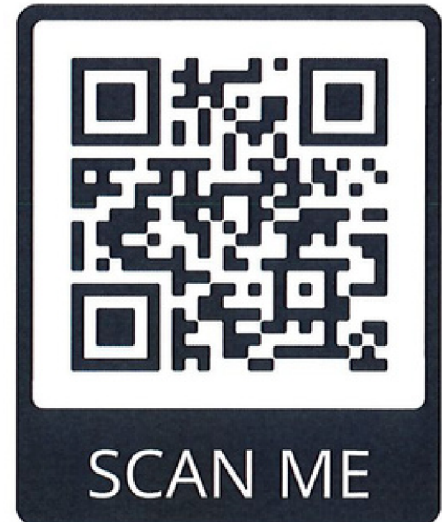


SCAN ME

How to get started with
your Chromebook



Video Tutorial on navigating
your new Chromebook



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

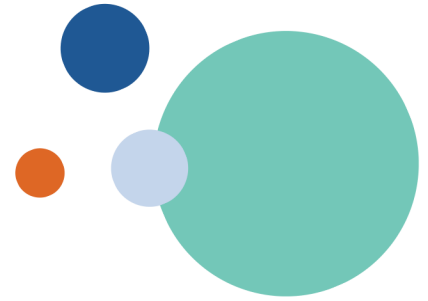
1-866-206-8467

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 is the Windows icon. It's in the lower-left of your screen. Click it for many options. The option you will probably need most is Power (see below), which lets you shut down the computer.



This is the Wi-Fi icon. It's near the bottom-right of your screen. It lets you pick an Internet connection to use.



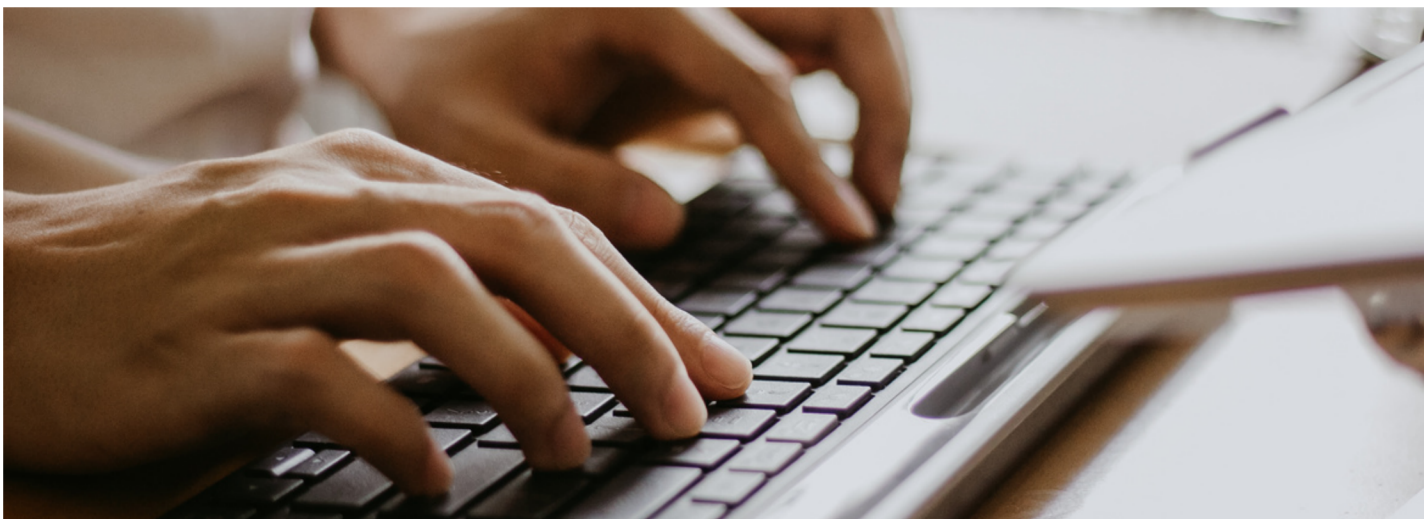
These are the available browsers on this laptop: Edge, Firefox, and Chrome. A browser is the program that lets you access the Web. You can use them to check your email, search for jobs, and more.



These are the available browsers on this laptop: Edge, Firefox, and Chrome. A browser is the program that lets you access the Web. You can use them to check your email, search for jobs, and more.



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 pressing 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 typing 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.**



CHECKOUT A MOBILE HOTSPOT TODAY!

Connect multiple devices to
our hotspot in order to:



Stream
Video



Play Online
Video Games



Check Email



Explore
Social Media



Complete
Homework
Assignments

Our hotspots have unlimited data,
great coverage, and support up to
15 devices at a time! Check them
out for two weeks at a time.

*Must have a library account in
good standing with up to date
information.*

E-LIBRARY: LIBRARY ON THE GO



LIBBY

*Download eBooks, audiobooks, and magazines to a computer, mobile device, or mp3 player

*Kindle users use the Overdrive app



HOOPLA

*Stream or download a variety of media, including eBooks, audiobooks, movies, TV shows, music, and more- all from major Hollywood studios, record companies, and publishers.



GALE COURSES

Convenient, instructor-led online courses that focus on personal growth and professional development. Choose from over 300 courses on a variety of topics, including business, technology, health care, and more.



***MANGO LANGUAGES**

Practical, conversational-based language lessons with a personalized review system, designed to adapt to individual learning pathways. Available in over 70 languages and through the web, iOS, or Android.

CHILDREN'S eLIBRARY



*OVERDRIVE

*Overdrive
eReading Room for Kids
eBooks and audiobooks for kids



MUZZY

Learn a second language!



BOOKFLIX

Pairs classic video storybooks from Weston Woods with related nonfiction eBooks from Scholastic to build a love of reading and learning.



BEANSTACK

Discover our favorite library books matched to your child's interest and reading level.



LIFELONG LEARNING AT THE LIBRARY



GALE COURSES

Convenient, instructor-led online courses that focus on personal growth and professional development. Choose from over 300 courses on a variety of topics, including business, technology, health care, and more.



TESTING & EDUCATION REFERENCE CENTER

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, designed to adapt to individual learning pathways. Available in over 70 languages and through the web, iOS, or Android.



BRAINFUSE

Brainfuse is a database for test preparation, tutoring, and homework help; available seven days a week between the hours of 2:00pm and 11:00pm, EST. Spanish-speaking tutors available.



A TO Z DATABASES

A premier reference, research, marketing, mailing, and job-search database ideal for sales leads, background searches, locating friends and relatives, and many other possibilities.

HOW TO USE QAC LIBRARY DATABASES

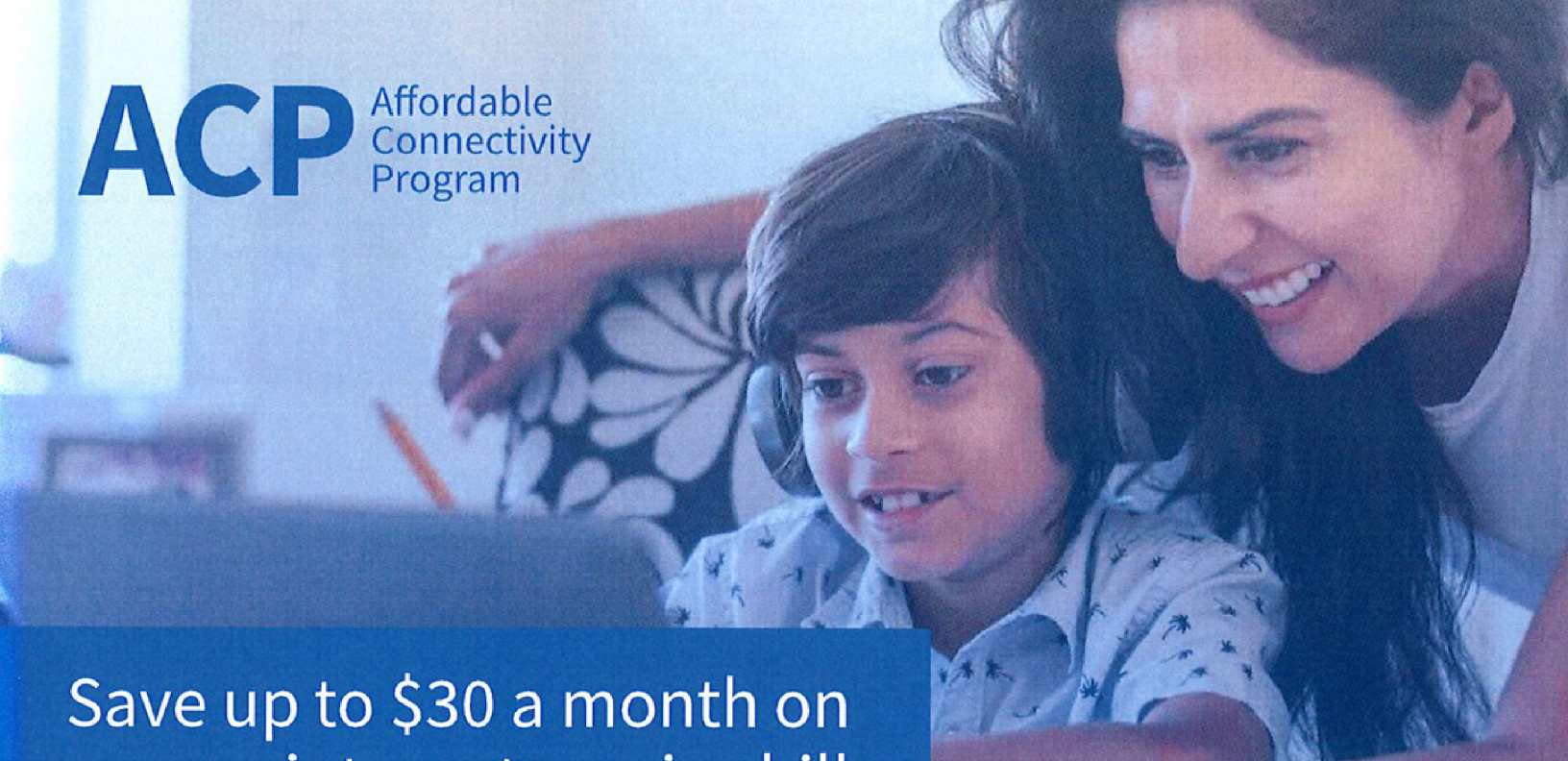
Our databases, including the ones highlighted in this resource packet, can be accessed using your library card through our website, www.qaclibrary.org. Many also have apps to use. Any database marked with an *asterisk can also be used in its app form.

For more information and any questions contact your local librarian.



**EDUCATION IS NOT THE
FILLING OF A PAIL, BUT
THE LIGHTING OF A FIRE.**

- YEATS -



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

TECH 1 ON 1

INDIVIDUAL TECH HELP

Call to schedule your tech help session:



Centreville Branch:
410-490-9028



Kent Island Branch:
410-643-8161



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





4



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.

5



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.

6



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.

7



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.



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)

