

Student Chromebook Orientation

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First Steps

- Purchase a case for the Chromebook (suggestion, not mandatory)
- Students Login and enter their Password

Never share username or password information with anyone except your parent / guardian or the Principal

- Setup a File Structure with Folders

Chromebook Rules and Guidelines

All rules and guidelines are in effect before, during, and after school hours, and wherever the Chromebook is being used (on or off school property).

Expectation of Use

Students Should:

- Bring their Chromebook to school and home every day
- Charge their Chromebook each night
- Listen to the teacher's directions for Chromebook use
- Make sure files are backed up to their own Google Drive
- Keep the Chromebook safe - do not eat or drink around their Chromebook. Be aware of children or pets

Expectation of Use

- Use the Chromebook according to the AUP and Parent/Student Chromebook Agreement
- A loaner Chromebook will not be given if the Chromebook is left at home or is not fully charged
- Students who forget their Chromebook, or have a drained battery, will be required to complete assignments using alternative methods as determined by the teacher

Acceptable Use

Use computers appropriately and keep equipment (i.e. Chromebook, power cord, etc.) in good condition

Do not use Chromebooks for illegal or offensive activities, such as bullying, harassing, inappropriate content, or plagiarism or in a manner that is disruptive to other users, or equipment.

Storage

- Chromebooks are to be stored on the top shelf of your desk when not in use
- The top shelf should be completely clear of any other supplies
- Chromebooks should never be placed on the bottom of a pile or on the bottom of the locker (if we get them)
- Chromebooks should never be left in the open, unattended

Classroom Routines

- Follow each teacher's rules & expectations regarding Chromebook use in the classroom
- When using Chromebook keep them centered on the desk
- Do not balance the Chromebook on your lap
- Do NOT carry the Chromebook by the monitor
- Keep sound muted unless otherwise instructed
- Close the screen of the Chromebook before standing up or moving the Chromebook from one spot to another
- Take care not to close the Chromebook on any objects
- Never leave the Chromebook unattended

Hallways / Common Areas

Never leave the Chromebook unattended or unsecured for any reason.

Keep the cover on the Chromebook closed at all times when in transit

Keep the Chromebook in a case at all times to prevent bumping and accidental damage

Zip or close the Chromebook case completely before carrying the Chromebook

Do not store additional materials or supplies in the Chromebook case

Slide the case in a backpack or carry by the handle when walking through the hallways

Chromebook should not be brought to the Cafeteria or GYM

Chromebook must be properly stored in the classrooms during lunch, gym and assemblies

Personalization

The Chromebook and all accessories are the property of the Fairfield Township School District.

Students are prohibited from:

- Removing district identification tags
- Placing stickers or otherwise marking the Chromebook or accessories, including the cover and case, in anyway
- Installing any software

Students Can:

- Personalize their desktop
- Any images used for the desktop background must be appropriate for school and in line with the Acceptable Use Policy

Energy Savings / Battery Life

Fully charged Chromebook have a battery life of up to nine hours when searching the web. The following will help save battery life over the course of the day:

- Charge your Chromebook fully every night
- Turn off the keyboard backlight
- Dim the screen brightness
- Turn Bluetooth off
- Quit applications that are not in use

Troubleshooting

Technology doesn't always work the way we expect it to. Try the following steps to possibly solve any issue.

- Check your wireless connection - Are you on a wireless network? Are you on the right network
- Save your work, close all applications and start again
- Save your work, close all applications and restart the computer

Still having problems?

Troubleshooting

- If you are in class the student's top priority is paying attention to the teacher and participating in the instructional activities
- Ask your teacher for help if your teacher is available. Never interrupt your teacher

Troubleshooting

If the problem cannot be resolved:

- Ask your teacher if you should visit the Main Office during lunch/recess
- A loaner Chromebook will not be provided if the Chromebook was left at home or is not fully charged
- Students who forget their Chromebook or have a drained battery will be required to complete assignments using alternative methods as determined by the teacher

Accident vs. Negligence

Accidents happen.

There is a difference, however, between an accident and negligence. (pulling keys off of the keyboard is intentional)

All reports of Chromebook damage will be investigated by the school.

If the damage is deemed to be intentional or negligent on the part of the student, the student may be subject to discipline and the parent / guardian may be responsible for the cost of repair or replacement.

Damaged Chromebooks

Student brings Chromebook to Main Office

Chromebook is examined by Tech Department

Incident report is filled out

A determination is made whether it is accidental or intentional damage

Damaged Chromebooks

If the Chromebook cannot be fixed quickly a loaner Chromebook will be provided

An email will be sent to the student when it is fixed so they can pick it up

Under no circumstances are students to attempt to open or tamper with the internal components of the Chromebook

Saving Data / Workflow in Google Drive

Each student will have access to Google Drive through their school-provided network account. It is the expectation that each student:

- Ensure their data is being backed up in Google Drive
- Understand that the school-provided Chromebook is the property of the Fairfield Township School District, and should not contain personal files

Email General Guidelines

- Students need to use their district provided email for all school-related correspondence and educational web services that contribute to their learning
- Never open or download unknown files from email or the web

Home Use

Ensure care of the Chromebook and its use at all times:

- Store the Chromebook on a table or desk - Never on the floor!
- Protect the Chromebook from extreme hot or cold temperatures, food and drinks, small children, and pets
- Inappropriate websites will be filtered in school
- Make sure you have selected your wireless network when you are home

Traveling

Take the following precautions to ensure that it is not lost, stolen, or damaged:

- Do not leave the Chromebook in a vehicle
- Use your backpack or purchase a case to carry the Chromebook when transporting it
- If threatened for the Chromebook, give it up and report the theft to school administration and the police as soon as possible
- Reported stolen Chromebooks will be tracked and retrieved in cooperation with the local police department
- Chromebook are not allowed on school sponsored field trips unless approved by the sponsoring teacher

Cleaning

Use the laptop with clean hands and avoid touching the screen.

- Do not insert foreign objects (ie. paper clips, pencils, pens, etc.) into the laptop
- Do not use Windex or other cleaning solutions on the surface or screen
- Wipe surfaces with a clean soft cloth

Media and WebCam

Listening to and / or watching media on your laptop is only allowed during school hours with the permission from the teacher.

It is expected that students will use headphones when listening to and / or watching media on their laptops.

Web cams are to be used for educational purposes only, and under the direction of a teacher.

Gaming

Gaming is not allowed during school hours unless you
have been given permission by a teacher
Any game must be in support of education

Printing

Directions for printing to your home printer can be found in your printer's documentation.

- You will need a wireless e-printer to print at home
- Do not print files that you do not need
- Check which printer you are printing before printing
- Retrieve from the printer every file you print

Reporting Damage

Students are responsible for the laptop and all accessories they have been issued. Laptops in need of repair must be reported to the Main Office as soon as possible (same day or next day student is in school). Failure to report damage may result in disciplinary action and / or repair fees.

Michael Ludwig – Technology Supervisor
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Reporting Lost or Stolen Laptops

Lost or stolen equipment must be reported to the Main Office immediately

Safety

Follow healthy guidelines when using your laptop:

- Stop and stretch

- Give your eyes a break every 20 -30 minutes

- Sit up straight with your feet on the floor