

ORCHARD SCHOOL DISTRICT TECHNOLOGY HANDBOOK

CHROMEBOOK QUICK SETUP GUIDE

Opening the Chromebook:

1. Open the Chromebook only when it is resting on a flat surface such as a table or desk.
2. To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position. (Figure 1. Opening a Chromebook.)
3. The hinge of the screen will only allow the screen to be open to a slight angle. Use caution to open only to this point to avoid the screen breaking.

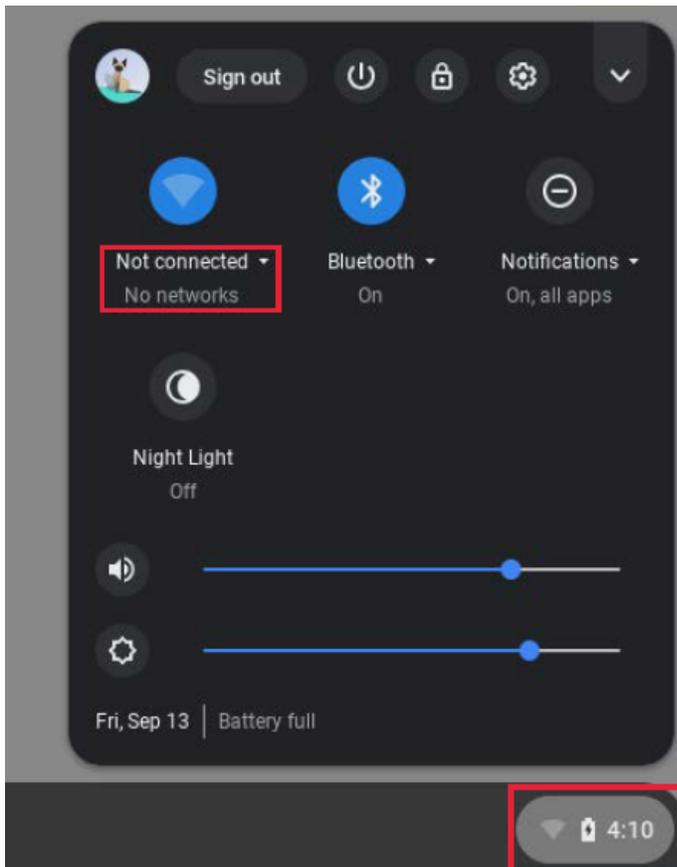


4. Press the power on the button located in the top right corner of the Chromebook once opened to power on.

Closing the Chromebook:

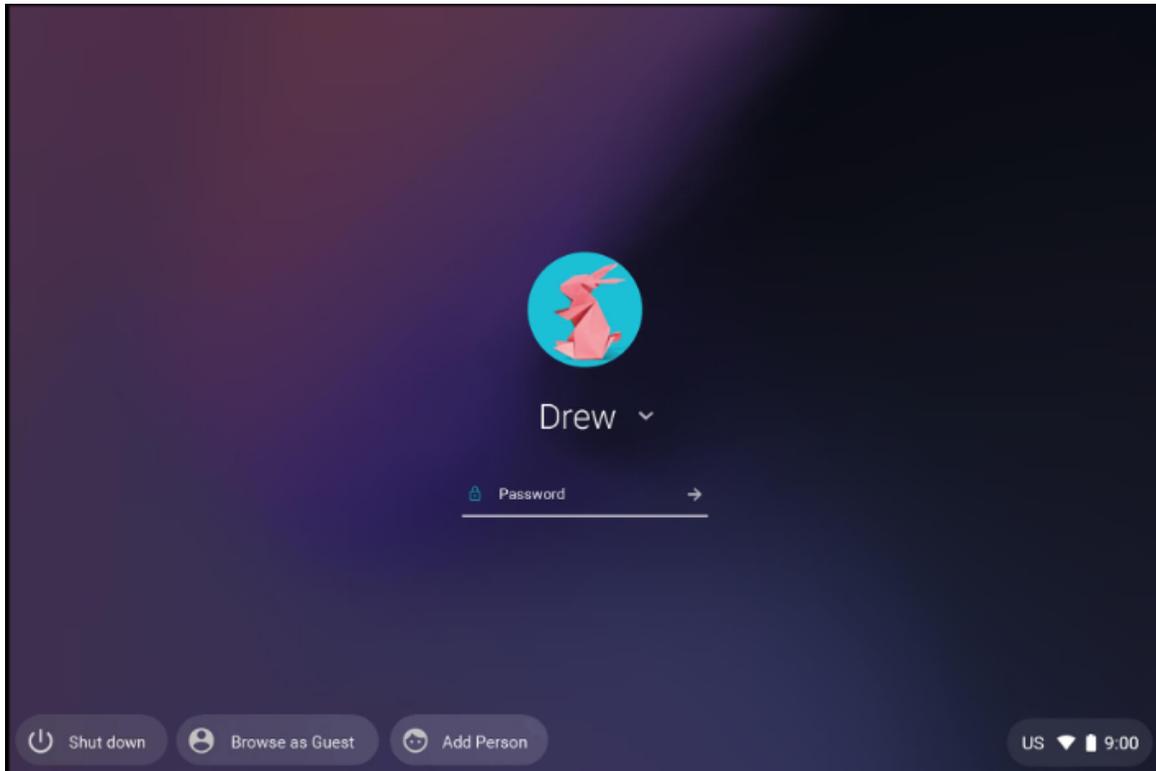
1. Before closing the screen, check that there is nothing on the keyboard to ensure your Chromebook can close completely without breaking the screen or damaging hinges. Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
2. Close the Chromebook using two hands--one at either corner of the screen. Close the screen gently.
3. After closing the screen, plug the Chromebook charger into the charging port located on the left side of the Chromebook. In order to ensure that your Chromebook is charged and ready for its next use.

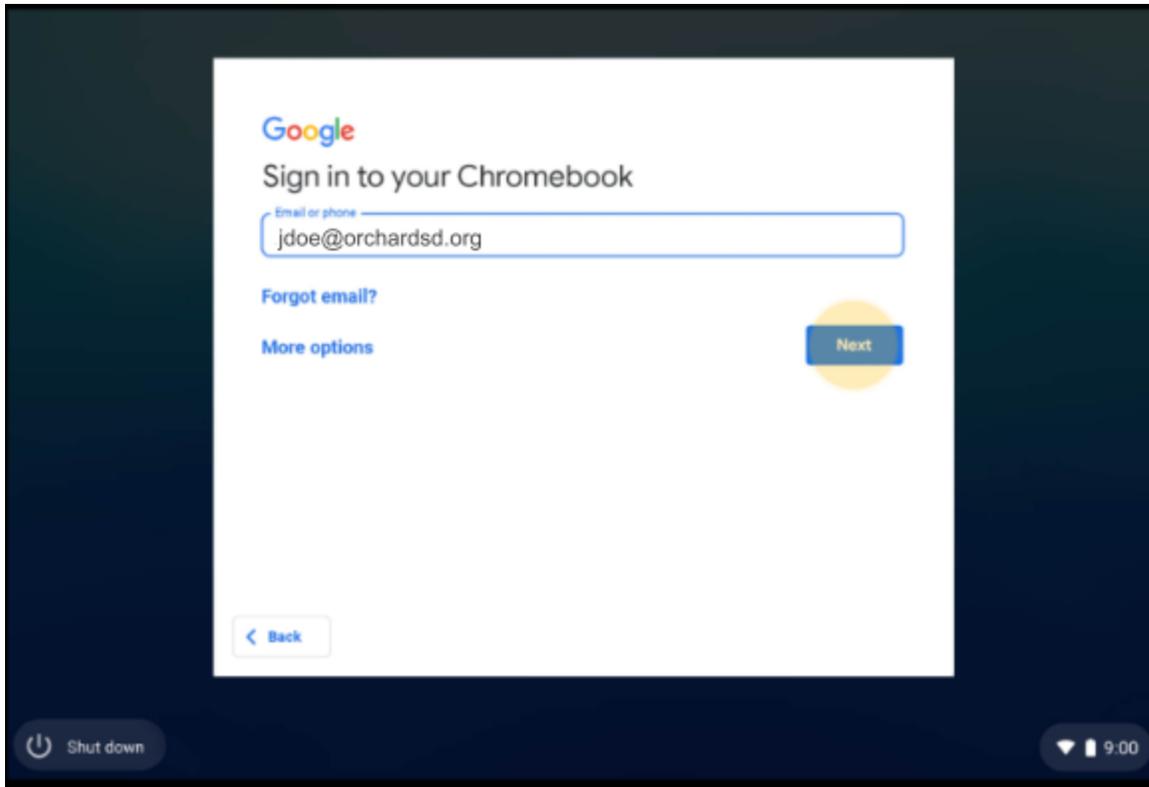
How to connect to Wi-Fi:



1. At the bottom right of your screen, select the time.
2. Select the Not Connected 
3. Turn on Wi-Fi if not turned on already.
4. The Chromebook will list all available networks, please select the Wi-Fi network you want to connect to.

Chromebook start-up and logins:





For the following example, if the student's full name was John Doe, their username would be the first letter of their first name and their full last name.

1. Click add person located at the bottom left of the screen.
2. Log-in with your child's username and password provided

If your child does not remember their log-in information or have misplaced the document containing your child's log-in information please contact helpdesk@orchardsd.org

TECHNOLOGY HANDBOOK

GUIDELINES FOR PARENTS AND STUDENTS

Receiving a Chromebook

Parent Responsibility:

- Safeguarding the Chromebook misuse, damages, theft, loss, or improper use.
- Parent/Guardian is to be responsible for any replacement or damages should the equipment be lost

Student Responsibility:

- Use Chromebook for school-related purposes only
- Students will always keep their Chromebooks with them or in a locked classroom.
- Students must keep their chargers and Chromebooks for their use only.

Returning the Chromebook

End of Year

- At the end of the school year, students will make sure their Chromebook is checked-in and collected by their homeroom teacher and replaced in the homeroom laptop cart.
- The homeroom teacher will take inventory on all returned devices and make necessary reports regarding damage to IT (Information Technology).
- Orchard will make contact with parents regarding damage.

Transferring/Withdrawing Students

- Students that transfer out of or withdraw from Orchard must return their Chromebooks to their assigned homeroom teacher. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset. Orchard may also file a report of stolen property with the local law enforcement agency.

General Precautions

1. Keep food and drink away from Chromebooks.
2. Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate ports on the Chromebooks.
3. Objects should never be placed on top of Chromebooks.
4. Chromebooks should never be only used by the student it is assigned to. This includes school, home, and other use.
5. **Do not deface, apply stickers, draw on or mark with any items on your Chromebook.** Failure to follow this will result in a replacement fee for the total cost of a new Chromebook.
6. Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to IT (Information Technology) as soon as possible so that the issue can be handled immediately.

Carrying Chromebooks

1. Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
 - a. Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
2. Always pick up a Chromebook by the base, rather than the screen.
3. Always carry a Chromebook when it is closed, never open.



Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Use caution to avoid putting pressure on the top of a Chromebook when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Keep hands to the keyboard when open, or outside of the Chromebook to avoid damage to the screen from finger pointing/touching.

Keyboard Care

- Use keys gently, without peeling or pickings.
- Use gentle pressure from fingertips only on the keyboard.
- Ensure liquids and foods are a safe distance from the Chromebook.

Screen Cleaning

1. Place your hand behind the Chromebook screen to prevent bending the screen further than its maximum angle.
2. To clean the screen, only use a soft or microfiber cloth. When cleaning apply light pressure on the screen.

Keyboard Cleaning

1. Turn off the Chromebook before cleaning.
2. Use a soft or dry microfiber cloth to clear any debris on and between the keyboard keys.
3. If there are any grime or spots that remain, use a cotton swab dipped in isopropyl alcohol to clean off. Lightly dip in alcohol rather than soaking to prevent excess liquid dripping into the Chromebook/

Content Filtering

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have filtering enabled when Internet access is provided on campus. While outside of the campus, content will be filtered, protected, and monitored by Google suite filtering.

If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Software

1. Google Apps for Education
 1. Chromebooks seamlessly integrate with the Google Apps for Education (GAPE) suite of productivity and collaboration tools. This includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

2. All work is stored in the cloud.
2. Chrome Web Apps and Extensions
 1. Students will not have the ability to download apps and extensions from the Chrome Web Store.
 2. Apps are also subject to internet filtering.

Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff use monitoring software that allows them to view the screens and activity on student Chromebooks.

All Chromebooks are the property of Orchard School and as such may be inspected at any time. Each Chromebook is labeled with an asset tag. The tags may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook and/ or disciplinary action for tampering with the tag or returning a Chromebook without a tag.

Orchard School and Orchard School District will not be liable for any damage to personal property associated with the use of the Chromebook (e.g. bags, headsets, etc).

Troubleshooting Chromebooks

In the event that your Chromebook is damaged, not responding or any troubles you are experiencing please email helpdesk@orchardsd.org

All Chromebooks in need of repair must be brought to the Orchard HelpDesk as soon as possible. While your Chromebook is in repairs, we will not be able to provide a temporary Chromebook.