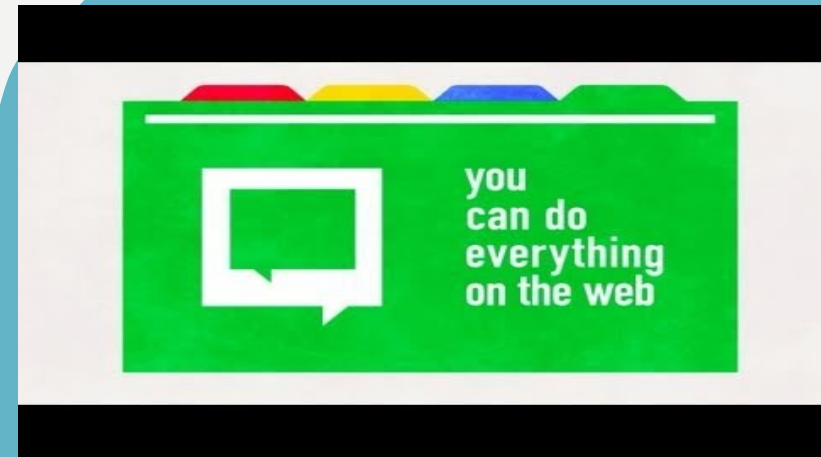


JOHN G BORDEN MIDDLE SCHOOL

# CHROMEBOOK STUDENT USER GUIDE

Wait a  
second. What's a  
Chromebook?



# TAKING CARE OF YOUR CHROMEBOOK

- Students are responsible for the general care of the Chromebook.
  - Chromebooks that are broken, or fail to work properly, must be taken to our in-school Technology Help Desk.
- Do not take district owned Chromebook to an outside computer service for any type of repairs or maintenance.

# WHY A 1:1 CHROMEBOOK INITIATIVE?

- We believe that every student should have equal access to technology both inside and outside of school.
- Chromebooks are more portable than carrying multiple textbooks and binders to and from school.
- Documents stored on the cloud (in Microsoft Office 365) are less likely to be lost or destroyed than paper documents.
- Student management systems such as Schoology allow students a better ability to manage their classwork and homework in an environment accessible 24/7.

# TAKING CARE OF YOUR CHROMEBOOK

- **General precautions:**

- No food or drink is allowed next to your Chromebook.
- Heavy objects should never be placed on top of your Chromebook.
- Chromebooks should never be left in a car, unlocked locker or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

- **Carrying Chromebooks:**

- Never move a Chromebook by lifting from the screen.
- Always support a Chromebook from its bottom with lid closed.
- Never transport your Chromebook with the power cord plugged in.

# TAKING CARE OF YOUR CHROMEBOOK

- Screen Care:

- The Chromebook screens can be easily damaged.
- The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid.
- Clean screen with a soft, dry microfiber cloth or anti-static cloth.

- Protective Case:

- It is expected that students keep the school issued protective case on their device at all times.



# USING YOUR CHROMEBOOK AT SCHOOL

**CHROMEBOOKS SHOULD  
BE LOCKED IN LOCKERS  
WHEN NOT IN USE**

# USING YOUR CHROMEBOOK AT SCHOOL

- **Remember to bring your charged Chromebook to school every day!**
  - If a Chromebook is left at home, we have a limited number of devices to loan to students just for the school day.
    - Loaned Chromebooks must be returned before leaving school at the end of the day.
    - Repeat violations may result in disciplinary action.

# USING YOUR CHROMEBOOK AT SCHOOL

## **BACKGROUNDS**

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

## **PRINTING**

- Digital sharing of documents is encouraged between students and teachers.
- Printing is not permitted.





# AT HOME USE

**THE USE OF CHROMEBOOKS AT HOME  
IS ENCOURAGED IN GRADES 7-8**

# AT HOME USE

- Students are allowed to connect to a wireless network when using their Chromebook away from school.
  - Students use of Chromebooks will be subject to the WCSD website filtering software even when accessing materials on a home connection.
  - The filtering software will only affect WCSD owned devices and its use under the district's Acceptable Computer and Internet Use Policy.

# **Managing your Files and Saving Your Digital Work**

- All student work will be stored in Internet/cloud based applications.
- Student work can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

# CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

- Under no circumstances should Chromebooks be left in an unsupervised area.
  - Unsupervised areas include the school grounds, the cafeteria, gymnasiums, locker rooms, and hallways, etc...
- Chromebooks left in these areas are in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.

Thank you for viewing this  
presentation.