Granite School District
Student Chromebook Guide

Learning Objectives

- How to get your Chromebook

- Appropriate and inappropriate behaviors with the Chromebooks

- Chromebook Care

- School and home expectations

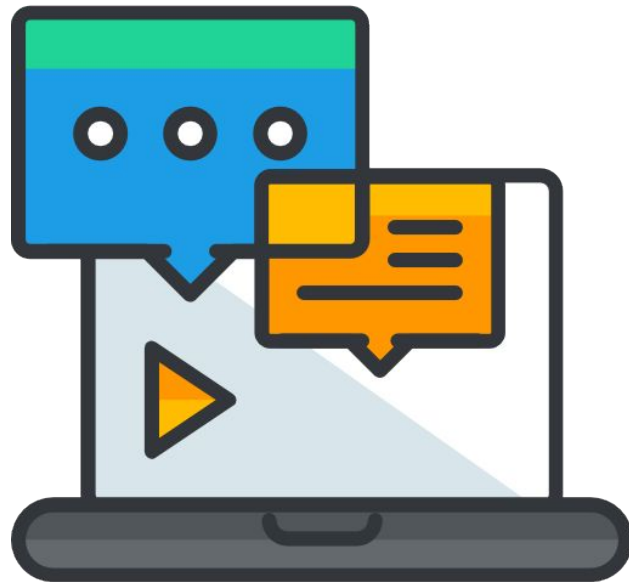- School *Acceptable Use Policy & Device Checkout Agreement*

DISCUSSION

How can a Chromebook help us reach our learning goals?

How do I get my Chromebook?

- Stop by the designated location at each school.

- Checkout in August and return at the end of May.

- The school's device checkout document will need to be signed and returned before Chromebooks are issued.

- If you need an Internet hotspot please talk to your teacher, counselor, or a school administrator. They can request a wireless hotspot from the district.

DISCUSSION

What can we do to take care of our Chromebooks?

General Chromebook Care

- Keep food & drinks away.

- Keep your Chromebook/backpack **safe** and **supervised.**

- Be careful with extreme temperatures.

- **Close the screen** before carrying.

- Don't poke the screen or close the Chromebook with anything **in the way** (like a pencil or power cable).

- Use a soft, dry cloth to clean the screen.

- **Preserve battery life** by powering the Chromebook OFF before storing.

General Chromebook Care

Carry with TWO HANDS with the lid closed

What is your plan for keeping your Chromebook safe in and out of school?

Chromebook Expectations

- Use your Chromebook for educational purposes.

- Use Google Drive to **save your work**. Saving on the Chromebook is limited and old files may be deleted.

- Keep the Chromebook **clean** and free of stickers and **prevent** intentional marks or scratches.

- You are the only one allowed to use your device. Make sure you **lock your screen** when you get up and **sign out** anytime you have completed your task.
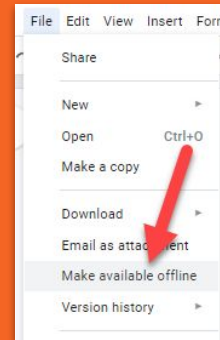
Using Your Device at School

- Devices are intended for daily use, and **students are responsible** for bringing their devices to each class. (Your school may make exceptions for classes like P.E.)

- Devices must be brought to school **fully charged**. A fully charged device should last an entire day.

- If you forget to charge or bring your Chromebook, you **may** be able to go to the Library/Media Center to check out a loaner device.
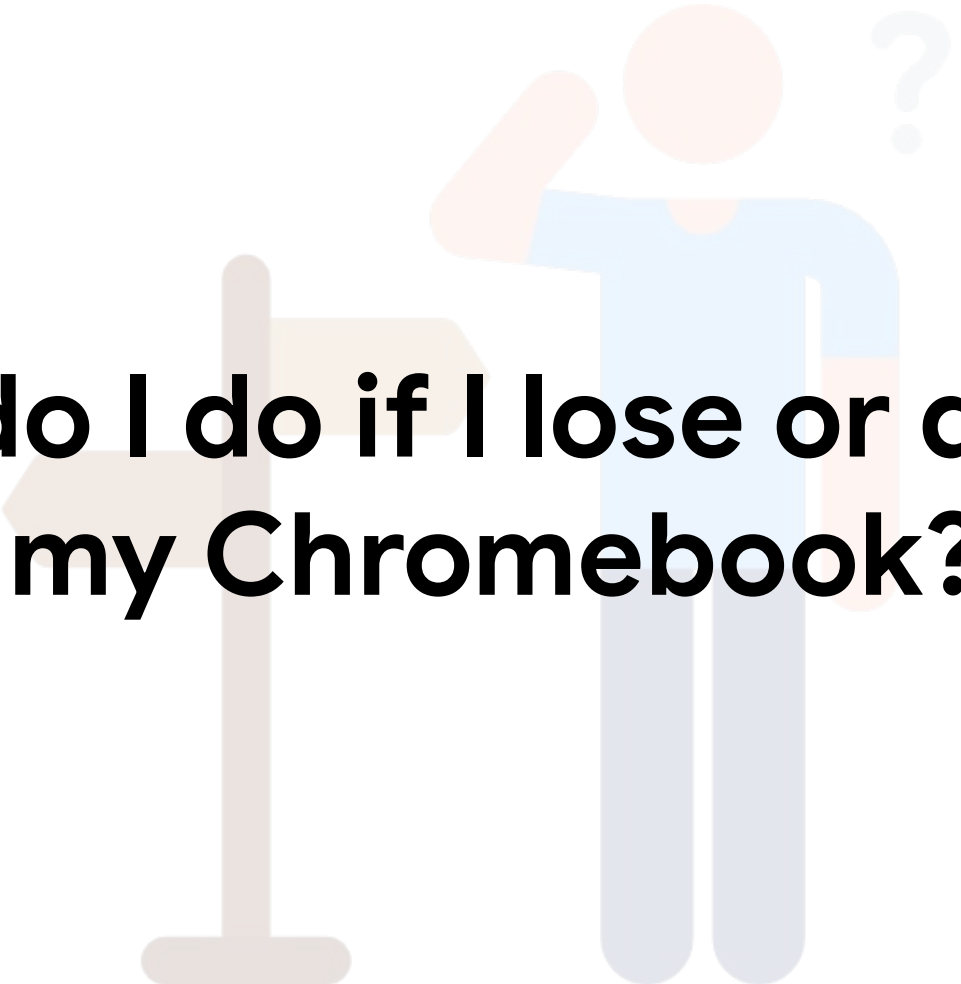
Using the Chromebook at Home

- Expectations for Chromebook use at school must be followed at home. Remember this device is given to you to **support your school work**.

- Make **healthy decisions** about your Chromebook use at home and about how much you use it.

Using the Chromebook at Home

- If you cannot connect to **WiFi at home**, you can open any file in your Google Drive at school and make files available offline. When you reconnect to the Internet, your changes will sync to Drive.

- The district has **internet hotspot** devices available. Reach out to your counselor, administrator, or teacher to start a request.

What do I do if I lose or damage my Chromebook?

Loss, Damage, and Support

- If your Chromebook is **LOST or DAMAGED**, report it to your teacher or principal <u>immediately</u>.

- If you need help with your Chromebook, start by asking your teacher. If additional support is needed, they can help you get in touch with our school technology specialist (STS) or library media educational technology specialist (LMETS).

Granite
SCHOOL DISTRICT

Device Basics

Login: studentnumber@graniteschools.org

Password: *Set by School/Student*

- Plan your time on the Chromebook responsibly. **Set and stick to** your own "no tech" times and sleep schedule.
- Trying to get around the **security and filtering features** may result in loss of privileges.
- Any technical issues or physical damages need to be reported to a teacher or technology specialist <u>immediately</u>.
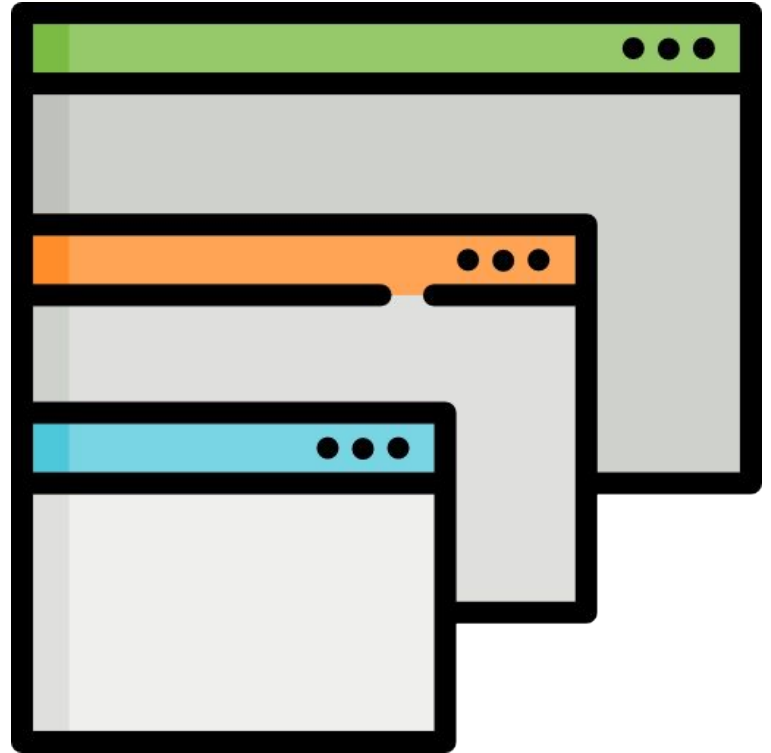
Device Basics - Things to Try

- Right-Click and Caps-Lock are a little different on your Chromebook:

  - To right click, **tap the trackpad** with two fingers.
  - To enable caps lock, press ***Alt + Search***.

- To know what keyboard shortcuts are available, do ***Ctrl + Alt + ?***

- To scroll down and up, **slide on the trackpad** with two fingers.

- Drag a window to the left or right of the screen to snap it to that side (useful to see two things **side by side**).

- Press ***Ctrl + Show Windows Button*** to take a screenshot. You can then open your screenshot in ***Files***.

Remember...

The Chromebook belongs to **Granite School District**. You are responsible for all activity on your Chromebook.

Administration, teachers, and staff can **collect and/or inspect** your Chromebook at any time.

Acceptable Use Policy & Educational Device Checkout Agreement

Acceptable Use Policy

&

Educational Device Checkout Agreement

- When you registered, you and your parents signed the school *Acceptable Use Policy*.

- To checkout your Chromebook, you signed the school's *Device Checkout Agreement*.

Granite Student Safe Internet Use

(Digital Citizenship)

BE SAFE

- I will protect my passwords by not sharing them with others.
- 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.
- I will not post or send pictures or other content that will embarrass me, get me into trouble or put my privacy or security at risk.
- I will not intentionally search for or view inappropriate content on a school device at any time or on a personal device while on school property.
- I will tell my teacher, parent, or trusted adult right away if I come across anything online that makes me feel uncomfortable.
- I will check with my teacher before downloading or installing software, apps, or Chrome extensions or doing anything that could possibly hurt our devices or jeopardize my privacy.

Granite Student Safe Internet Use (Digital Citizenship)

BE KIND

- I will be respectful to myself and others. I won't cyberbully and won't tolerate cyberbullying by others.
- I will be a good online friend and be supportive of my friends and others who might be in trouble or in need of help.
- I will help create a culture of respect and tolerance at my school and among my peers.
- I will respect other people's privacy and be kind when posting photos or other content about them.
- I will be aware of how much time I spend on the web, phone and other devices and won't let use interfere with sleep, school work and face-to-face relationships.

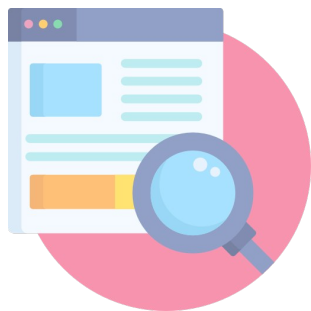# Granite Student Safe Internet Use (Digital Citizenship)

BE ETHICAL

- I will respect other people's digital property and space. I won't steal, hack, break into anyone else's accounts or use other's content without permission.
- I will be thoughtful in my use of copy and paste. If I use anyone else's content or images I will quote them, give them credit, and link to them if appropriate.
- I will be a good online citizen and not do anything that hurts other people or is against the law.

Acceptable Use Policy

(Security)

- The district and school have taken precautions including **filtering the internet** and **monitoring activity** to protect our students from undesirable digital content.

- You will **not share** our passwords, accounts, or devices.

- We are **all responsible** for our own passwords, accounts, and devices.
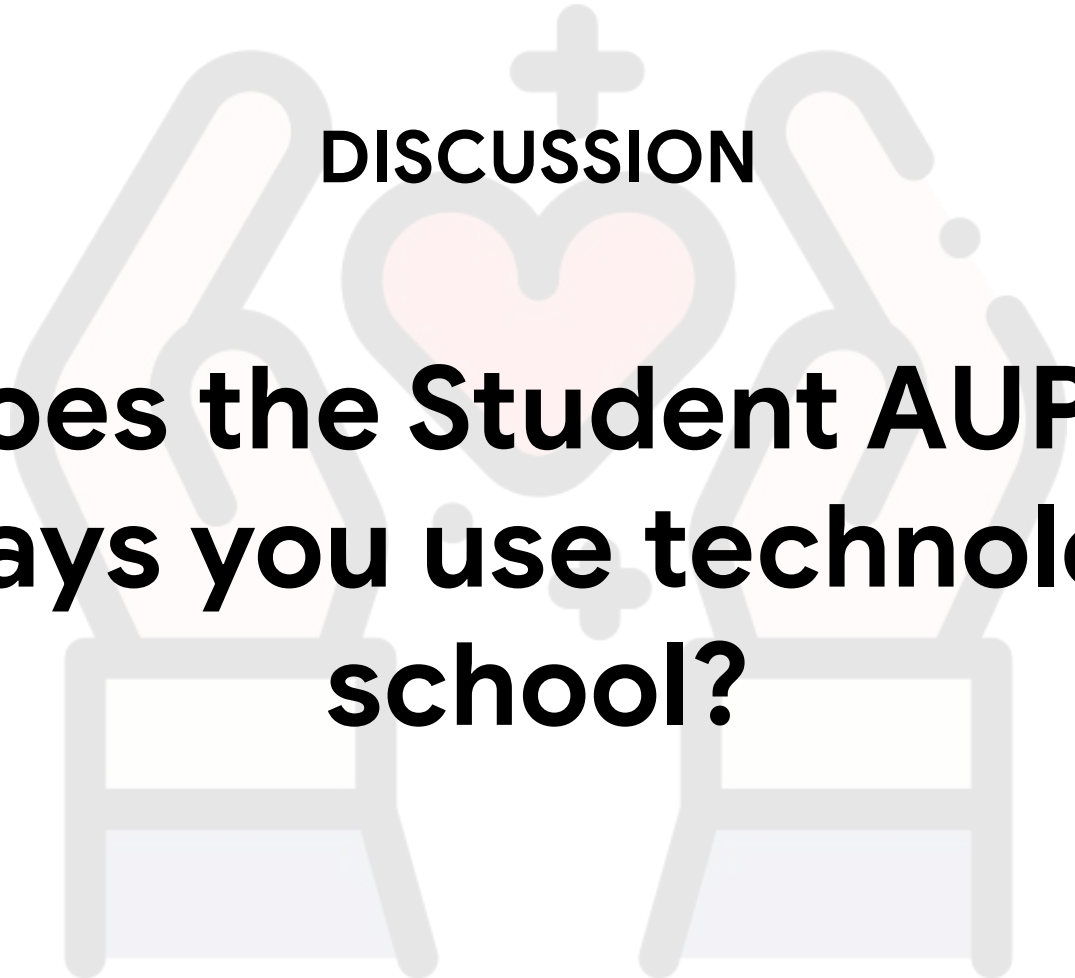
Acceptable Use Policy

- There is **no privacy** pertaining to the files on your accounts and devices.

- A **search of your accounts or devices** will be conducted if there is reasonable suspicion that the *Acceptable Use Policy* has been violated.

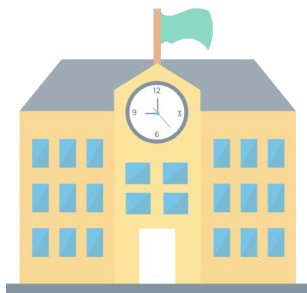# How does the Student AUP affect the ways you use technology at school?

Educational Device Checkout

- The district is the **owner** of your Chromebook.

- **You are responsible** for the device both in and out of school and will follow the *Acceptable Use Policy* when using your device.

- You will not **change or remove** the district labels or identification on your device.

- If your Chromebook is **lost or damaged**, report it to your teacher, technology specialist, or principal <u>immediately</u>.

Educational Device Checkout

- You will bring your device to school each day with a **full charge**.

- You understand that this device is issued for **educational purposes** and non-educational tasks may not be possible with this device.

- You will not attempt to get around the **security and filtering features** of your Chromebook.

- **Students and parents** are responsible for the Chromebook. You may be charged for loss or damage to your Chromebook.