HCPS Middle School Chromebook Handbook

HCPS Middle School
Chromebook Handbook

Procedures and Information

The mission of the HCPS Middle School Educational Technology Initiative was to create a collaborative learning environment for all learners. As we move forward with HCPS purchased devices, this environment will enable and support students and teachers in implementing transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. The technology team will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. The district technology staff and curriculum directors will all play a key role in the development of effective and high quality educational experiences.

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1. RECEIVING THE CHROMEBOOK:

Chromebooks will be distributed during the first weeks of each school year. ***Parents/Guardians and students*** MUST sign the Chromebook Contract and receive a copy of the Chromebook handbook which also contains the HCPS acceptable use policy before the Chromebook can be issued to the student. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Harrisonburg City Public Schools (HCPS). Stored Chromebooks will be returned to the same student when they return in the fall.

1a: Probationary Student Privileges

To protect the assets of Harrisonburg City Public Schools, some students will be required to turn in their Chromebooks to the library or classroom cart at the end of each day until a time determined by the Middle School tech department/teacher/principal. The library or classroom will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

Students who will be included as probationary will be the following:
- All newly arriving students to the district (Students who were not enrolled in the HCPS District at the end of the previous semester.)
- Students who have violated the Acceptable Use Policy during the current or previous Semester

2. RETURNING THE CHROMEBOOK:

All HCPS owned Chromebooks must be returned following the guidelines in our Middle School Chromebook Acceptable Use Policy.
- **Students Leaving the District must return district-owned Chromebooks to an ADULT at the Middle Schools in our counseling center, library, or front desk.**
- Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

3. TAKING CARE OF THE CHROMEBOOK;

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to the library as soon as possible so that they can be taken care of properly. ***Do not take HCPS owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3a: General Precautions
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or paint. School-appropriate stickers are allowed as long as they can be removed if needed.
- **Vents CANNOT be covered. Chromebooks must have an identification tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.**

- Chromebooks should never be left in a car or any unsupervised area.
- **Students are responsible for bringing completely charged Chromebooks for use each school day**.

3b: Carrying Chromebooks
- Transport Chromebooks with care
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with the lid closed.

3c: Screen Care
The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in your carrying case/backpack that will press against the cover.
- 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 (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel (NOT WET) or a highly diluted solvent.

4. USING THE CHROMEBOOK AT SCHOOL
- Chromebooks are intended for use at school **each day**.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- **It is the student's responsibility to bring their Chromebook to all classes.**

4a: Chromebooks left at home

If a student leaves their Chromebook at home, they will have the opportunity to use a replacement Chromebook from the library (limit 5 checkouts per semester), if one is available. Students are NOT to leave class to get a replacement Chromebook unless the teacher has given permission to do so. Students may stop by the library before school to check out a Chromebook to use for the block/day and return the Chromebook to the library at the end of the same block/day. There is a LIMIT of 5 Chromebook checkouts from the Library to students who have been issued Chromebooks.

4b: Chromebooks under repair
- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with the Middle School technician if one is available.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student. Students will pay full replacement cost if it's lost or stolen.

4c: Charging your Chromebook
- **Chromebooks must be brought to school each day fully charged.**
- Students need to charge their Chromebooks each evening.
- In the event that a student needs to charge their Chromebook while at school, There are charging stations in the library and classroom.

4d: Backgrounds and Password
- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password
- Lock your screen when you leave your Chromebook unattended for ANY amount of time.

4e: Sound
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher. Headphones are not provided by the Middle Schools.

4f: Printing
- Students can NOT print from a Chromebook at the Middle Schools. However, if students need to print, the computer lab and the library have printers connected to the desktop computers.

4g: Account Access
- Students will only be able to login to the Chromebook using the school issued account.
- **Students should always use the Chromebook with their own account and never use another student account.**
- Your Chromebook should be connecting to the HCPS Chromebook wireless network while at school.

5. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK
- Google Drive is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms, etc) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online, in the cloud. As students at HCPS, you will have UNLIMITED storage for emails and files.
- With a wireless Internet connection, you can access your Google Drive documents and files from any Chromebook (device), anywhere in the world.
- You can work offline if you do not have wireless access, see available tutorial video located off the school's homepage under the Tech Support to get help getting your files downloaded while at school so that you can work on them at home. Once you return to school and hit the wireless network, your files will sync backup to your online Google drive.

6. OPERATING SYSTEM ON THE CHROMEBOOK.

Chromebooks use the Chrome operating system. You will want to launch the Chrome browser to access Google Drive, apps, extensions, and add-ons. Chromebooks are designed to be used while connected to a wireless network. However, there are some applications that are accessible while offline and students will be trained as to how to access documents and assignments will working offline if needed.

6a: Updating your Chromebook

When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging. This is also a great reason to USE your chromebook OFTEN!!!!   If you let your chromebook sit unused, it may need a technician to help you update.

6b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

6c: Procedures for restoring your Chromebook

If your Chromebook needs technical support for the operating system, all support will be handled by the Middle School Tech Department through the library. **NEVER try to fix a machine issue by yourself or let a "friend" try to fix your Chromebook. NEVER take your school issued Chromebook to a source outside of the HCPS.**

6d: Software Installation

Chromebooks can seamlessly access Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web. Our network administrator pre-installs Chrome apps, extensions, and add-ons for all students.

7. ACCEPTABLE USE GUIDELINES - see AUP attached to the end of this handbook

7a: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your Chromebook carefully. Do not put your Chromebook in an overstuffed backpack.
- Parents have the right to ask students to close, log off, and put the chromebook away.
- **The Chromebook is NOT to be used by family members or friends—only the student.**

7b: Filtering

The Chromebooks will be filtered at all times (in and out of school) to comply with the Children's internet Protection Act (CIPA).

8. PROTECTING & STORING THE CHROMEBOOK

8a: Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can

be identified in several ways:
- Record of district asset tag and serial number
- Individual user account name and password
- Chromebooks are the responsibility of the student. This device will be yours for the duration of your time at Middle School. *Take good care of it!*
- **DO NOT REMOVE OUR LABELS!!!**

8b: Account Security
- Students are required to use their harrisonburg.k12.va.us domain user ID and password to protect their accounts and are required to keep that password confidential.

8c: Storing Your Chromebook
- When students are not using their Chromebook, they should store them in their **backpack.**
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

8d: Chromebooks left in Unsupervised Areas
- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, computer labs, locker rooms, restrooms, cafeteria, commons areas, buses, unlocked classrooms, and hallways.
- Any Chromebook left in these areas is in danger of being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately or return to the library or the technician.
- **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action will be taken for leaving your Chromebook in an unsupervised location.**

9. REPAIRING/REPLACING THE CHROMEBOOK

9a. Warranty:
In the event that a Chromebook is accidentally damaged, you simply contact **Ed Saylor, Derek Knupp or the Middle School Library Staff.**
After we identify the cause and extent of damage, we provide the repair services needed to get the equipment back in working order.

9b: Estimated Costs (subject to change)
The following are estimated costs of Chromebook parts and replacements based on current prices:
- **Replacement: $325**
- **Screen: $125**
- **Keyboard/Touchpad: $55**
- **Power cord: $30**

10. <u>CHROMEBOOK TECHNICAL SUPPORT</u>

Technical support will be available in the library, the Middle School ITRTs, the Middle School Technicians. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Distribution of loaner Chromebooks
- **ALL REPAIRS must be completed by HCPS Tech Staff**

11. <u>CHROMEBOOK FAQ's</u>

Q. What is a Chromebook?

"Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

"Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

Each Chromebook we provide to students will be a managed device. Members of the HCPS Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook? Chromebooks can connect to:

• USB storage, mice and keyboards (see supported file systems)
• SIM cards
• SO cards
• External monitors and projectors
• Headsets, earbuds, microphones

Q. Can the Chromebook be used anywhere at any time?

Yes, as long as you have a WiFi signal to access the web.

Q. Will our Chromebook have 3G/4G?

No. The district Chromebooks will not have 3G/4G broadband.

Q. Is there antivirus built into it?

It is not necessary to have antivirus software on Chromebooks because there are not running programs for viruses to infect.

Q. Battery life?

Chromebooks have a rated battery life of 4.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q. Can I charge my phone through the Chromebook? **DO NOT charge** your phone through the Chromebook.

12. <u>AGREEMENTS AND ELECTRONIC DEVICE POLICIES</u>

12a. Additional Resources for Chromebook help and use will be available and linked to our SKMS/THMS homepage under Tech Support. Find "how-to" videos from how-to turn on, log on/off the device to how-to use applications. If you need help on how to use the device, please contact our library, technician, or the Middle School Instructional Technology Resource Teachers. How-to resources, policies, and handouts will also be shared via google drive with students.

12b. HCPS Acceptable Computer Usage Policy—also known as the AUP (Acceptable Use Policy)
All use of the Harrisonburg City Public School's computer system shall be consistent with the Harrisonburg City School Board's goal of promoting educational excellence by facilitating resource sharing,
innovation and communication.

District Internet and E-mail Guidelines
Access to E-mail and the internet will enable students to explore thousands of libraries, databases, and websites while exchanging messages with internet users throughout the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make internet access available solely to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunity for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services.

The School Division's computer system is provided for students for the purposes of education, research and communication. Access to the division computer system is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right--and entails responsibility.

Individual users of the School Division's computer system are responsible for their behavior and communications over the network. Administrators, teachers and staff will provide guidelines for acceptable use of the division computer system and will monitor and guide student use. The School Division has no duty to regulate or review off-campus internet/electronic messages, statements, postings, or acts; however, if those acts threaten violence against another student or school personnel or otherwise disrupt the learning environment or the orderly conduct of the school, the school can take action, from conferencing with parents and students to disciplinary action.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Internet Safety
Within reason, freedom of speech and access to information will be honored; however, this must be balanced with the need to provide a safe and healthy environment for students. In accordance with the Children's Internet Protection Act (CIPA), the school division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate. During school, teachers of younger students will guide them toward appropriate materials. Internet use is monitored by teachers at all grade levels. In accordance with VA Code § 22.1-70.2, Harrisonburg City Public Schools provides internet safety training to teachers and students in grades K-12.   Teachers provide guidance and information about internet safety as part of classroom instruction when it involves the use of the internet. Students at the middle school participate in a unit on internet safety.

Cyberbullying
Cyberbullying, the use of technology to support deliberate, hostile behavior intended to frighten or harm others, is a criminal act under the VA Code § 18.2-152.7:1. Any student who uses a school-provided device or who uses a personal device on school grounds with the intent to intimidate, harass, or coerce another person; to use obscene, profane, lewd, or lascivious language to communicate such harassment; or to threaten an illegal or immoral act shall be subject to school disciplinary action. In any instance in which cyberbullying creates a climate of fear and/or causes a disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to school disciplinary action.

Sexting
Sexting, youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and/or messages to their peers, may not be criminal in intent; however, it can be construed as such under current laws. Producing, storing, or sharing lewd or explicit pictures of minors is against the law in Virginia Code §§ 18.2-374.1 and 18.2-374.1:1 of the criminal Code of Virginia. This applies to students merely possessing such images on their cell phones, sharing them with other students via cell phone, or producing them using their cell phones. In any instance in which a student uses division resources to engage in sexting or when sexting occurring outside of school causes a disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to disciplinary action and reported to proper authorities if warranted.

Student Email
Harrisonburg City Public School's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail may be restricted and/or monitored. Unauthorized access to an electronic mail account by any student is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file. Student email should only be used for instructional purposes, and students are expected to adhere to the Acceptable Use Agreement and Policy #752 (Student Use of the Internet). Access to student email is provided to middle and high school students through the Harrisonburg City Schools managed Google Apps for Education domain.

Responsibilities

- Students are responsible for utilizing School Division technology for facilitating learning and enhancing educational information based on school division curriculum and instructional goals.
- Students are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or attempting to bypass the internet content filter.
- Students are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the division's computer systems and to inspect individuals' files. Students should not expect that their communications and files on division owned computers/servers are private.
- Students must not access, display, or transmit pornography, obscenities, or other materials deemed inappropriate for educational purposes. In accordance with the Children's Internet Protection Act (CIPA), the School Division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. The School Division does not guarantee that school officials will monitor or control all user access to non-filtered, inappropriate internet content or that students will not have access to such materials while using the division's technological resources.
- Students are responsible for properly using and caring for district technology including hardware and software. Any use which damages, compromises, or jeopardizes technology resources is prohibited. Students shall not download files without system administration permission.
- Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and the transmitting or copying of text or files from the internet or from other network resources.

Students may be disciplined for any improper or prohibited activity, including but not limited to:
- using a computer ID/password other than his/her own
- using a computer to engage in any illegal act
- using a computer to engage in "cyberbullying"
- modifying or defacing hardware or software
- improperly exiting established menus or applications
- attempting to bypass the division internet content filter
- using School Division technology without authorization
- downloading files or installing software
- gaining unauthorized access to any computer system or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data
- engaging in inappropriate language or activities on division networks
- accessing the division network with personal computers or other electronic devices that obtain an IP address
- accessing the Internet with personal computers or other mobile internet devices other than by using the division secure wireless network

Violation of any of the above rules may result in a loss of network/internet access. Additional disciplinary action may be determined at the building level in keeping with

existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved.

The Harrisonburg City School Board makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division devices, hard drives, or servers; the accuracy, nature or quality of information gathered through Division-provided internet access; personal property used to access Division computers or networks or for Division-provided internet access; nor for unauthorized financial obligations resulting from Division-provided access to the internet.

Parents may choose to have their student(s) not utilize certain technology services by completing and returning the non-participation form.

Cross References:
- Policy #412 - Student Conduct
- Regulation #412-R - Student Conduct
- Policy #446 - Cell Phones and Other Electronic Devices
- Regulation #446-R - Cell Phones and Other Electronic Devices
- Form #752-F – Notice of Technology Usage by Students
- Policy #752- Student Use of the Division Computer System
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12c. STUDENT EMAIL ACCOUNTS POLICY

Student Email Use at MIDDLE SCHOOLS--Access to email services that are not maintained by Harrisonburg City Schools is not permissible. Students will be given school email accounts for the purpose of emailing themselves and staff members educationally appropriate materials. Email addresses will be: user@harrisonburg.k12.va.us. The user name is determined by the 1st initial, middle initial,first four letters of your last name, last two digits of the student lunch code. Example: Student Name--Harris N. Burg with a lunch code of 123456 would have an email address of hnburg56@harrisonburg.k12.va.us The administration will enforce the Acceptable Use Agreement. Failure to comply with appropriate usage may result in disciplinary action.

12d. Digital Citizenship

Digital Citizenship is a large topic and has been presented in the HCPS Elementary through High School classrooms. While the topics and guidelines concerning Digital Citizenship really don't change, the devices and applications continue to evolve. Students, parents, and educators should continue to use the following when using any electronic device, especially when connected to the internet.
- Identity--protect your personal information and the personal information of those interacting with you.
- Privacy--think about the digital footprint you will be leaving behind every time you get online, text, post, or send any kind of electronic information. **"Think Before You Post"**--future employers, college admission offices, and others can find, save, and repost what you send out.
- Ownership--do you own the material you are using. Are you following the copyright guidelines when creating documents and presentations? Do you own the material for which you are taking credit?

- Trustworthiness--Make sure that you are not falsely representing yourself or others. Check reliable resources before you repost information.
- Participation--you are no longer just a consumer of information, you also create original works and post your thoughts and ideals.

A great resource for digital citizenship can be found by going to the Common Sense Website. (commonsensemedia.org)

HCPS Middle Schools--Educational Technology Initiative-
Access to electronic devices at HCPS Middle Schools has been established for **educational purposes**. All electronic devices must be used in support of many of the educational programs at the Middle Schools. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic devices.

Below are general guidelines for use:

BE RESPONSIBLE
The HCPS Acceptable Use Policy (AUP) will be followed at all times.Care and Maintenance

The care of my electronic device is my responsibility.
- In my possession at all times
- Charged nightly
- Free of decorations (stickers, markers, etc.)
- Middle School Electronic devices will be serviced by the HCPS Tech Department.
- Middle School electronic devices will NOT be disassembled or repaired by me.
- Applications and software installed will not be removed.
- My electronic device will be returned with the power cords, and accessories in good working condition.
- I will assume responsibility for any and all damage or loss caused by neglect or abuse.

BE RESPECTFUL
Respect Your Privacy and the Privacy of Others
- My electronic device will not be loaned out to other individuals.
- Represent yourself truthfully and create a positive digital legacy.
- Use only school appropriate language, images and videos. Communicate in a way that is kind and appropriate.

Respect Your Device
- My electronic device will be kept away from extreme temperatures and direct sunlight,
- Avoid using objects that may scratch the screen.
- Use proper care to keep the electronic device clean.
- Foods and liquids will be kept away from my electronic device.
- The serial number on any electronic device will remain intact and undamaged.

BE SAFE
- The Middle Schools Chromebook will be used in ways that are educational and appropriate.
- Report threatening or offensive materials to a teacher or administrator.
- The Middle Schools Chromebook is subject to inspection at any time without notice.
- A police report will be filed in cases of theft, vandalism, and other acts covered by insurance.

Step by step--How to log on to a Chromebook

1. Open Chromebook (the battery should already have some charge, you might need to plug it in)
2. If you are at School, the Chromebook should be able to find the SKMS/THMS CHROMEBOOK (or current chromebook) wireless network. If you are off campus and there is a wireless network available, you will need to connect to the available wireless network.
3. First time users--you will need to "Add a Person"--click on that in the lower right-hand side of the shelf (a.k.a the task bar) OR the Blue/White login screen will appear for you to simply login. **USE YOUR SCHOOL GOOGLE LOGIN AND PASSWORD.**
4. Click on the Chrome Browser Icon--looks like a colorful ball.
5. Once you open Chrome, you can browse to Google or to the SKMS/THMS Homepage--from either, you will now have access to your gmail and google drive.
6. WAIT--the first time you load the Chrome browser it will need to load all of your apps and extensions.
7. Everything should now be available.
8. If you need to work offline while off campus, please login and set up your chromebook for offline use while at school BEFORE you work offline. (There is a video for that.)

MOST IMPORTANT THINGS:

1. **Always bring your chromebook, fully charged, to school each day.**
2. **Do not charge your cell phone through your chromebook**
3. **Protect your chromebook—carry it with the lid closed, in a backpack or case.**
4. **Protect your login information.**
5. **If your chromebook is not working properly, please go to the library to have it repaired.**
6. **Lock your screen when you walk away from your chromebook.**
7. **PLEASE shut your chromebook down, completely, each night.**
8. **DO NOT REMOVE OUR LABELS!**
9. **Use your chromebook OFTEN—if it sits for long periods of time, it may need a technician to update it.**
10. **TAKE CARE OF THE CHROMEBOOK—IT WILL FOLLOW YOU THROUGH 8TH GRADE**