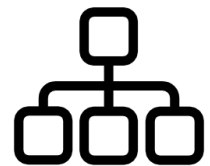


# Welcome to your new chromebook!

We are excited, as Portage Public Schools, to be able to provide you with this device for creation and learning! Here are some things that you will need to know as you receive your device today.

Your chromebook is **not charged**, and the software is **disabled**. Therefore, your chromebook must be plugged in at home and receive a full charge. You must then return it to school to connect your device to the PPS wireless network to activate the software before you can use your new device.

- Your Device Does NOT have a charge
- Your Device CANNOT be used until fully charged
- Your Device MUST connect to the PPS Network in order to be enabled the first time



Therefore, your tasks for today are to...

- Fully charge your device at home overnight
- Power on your device at school, in order to sign-in for the first time



## This Device is Disabled

Please return immediately to  
Portage Public Schools Technology Department  
269-323-5102 [help@portageps.org](mailto:help@portageps.org)

NOTE: Until you connect to the PPS Network with a fully charged device you will continue to see this screen. Should you continue to see this message after you have done as asked, please contact the help desk.

269-323-5102  
[help@portageps.org](mailto:help@portageps.org)

# Things to know

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## Charging and Being Prepared for Class

Students must ensure the Chromebook is charged, brought to class, and ready for use each day. Opportunities for charging during the school day may be limited or unavailable.

## Extreme Temperatures and Humidity

Mobile devices (laptops, phones, chromebooks, tablets, etc.) do not do well in extreme temperatures, too hot or too cold. The heat can melt and degrade the components. The cold causes condensation, condensation is the collection of water, water and electricity can cause your electronics to short circuit. High humidity can cause a similar problem. Our advice... keep your devices protected, covered, and inside (not in vehicles).

If your devices do get left in the cold, DO NOT PLUG THEM IN RIGHT AWAY! Bring them inside, and let them warm up for several hours.

## Ownership of your Chromebook

Your new Chromebook is issued to you as a loaner device. This means that Portage Public Schools (PPS) is allowing you to use this device for educational purposes for your time with PPS. Both the device and your PPS user account are the property of PPS and may be collected and examined at any time.

## Content Filtering/Activity Logging

Both on-site and off-site, student Chromebooks have active content filtering. However, as no web-filtering technology is perfect, Portage Public Schools cannot guarantee all inappropriate content will be blocked. All activity on the Chromebook is logged at all times. Portage Public Schools accesses those logs as deemed appropriate. Should you accidentally access content that makes you feel uncomfortable and you feel should be caught by our filters, please tell your teacher or another trusted adult.

## Cleaning the Screen and Keyboard

Make sure you Do Not clean the LCD screen with a window cleaner that contains Alcohol. Use LCD cleaner like Endust for Electronic Screen Cleaner which at Walmart is about \$5.89 plus tax. Just make sure it is safe for LCD screens and please do not use the LCD cleaner on the keyboard. For the keyboard just use a dry lint-free rag.