

EISENHOWER HIGH SCHOOL

CHROMEBOOK EXPECTATIONS



IMPORTANT:

- 1) CHARGE YOUR DEVICE EACH NIGHT
- 2) BRING YOUR DEVICE TO SCHOOL EACH DAY – No power cord needed
- 3) AVOID ISSUES - MAKE SURE YOUR CHROMEBOOK IS ALWAYS UPDATED. SCAN THE QR CODE OR VISIT THE LINK BELOW TO LEARN HOW. UPDATES ARE RELEASED FREQUENTLY!
- 4) DON'T LEAVE IN YOUR CAR AS EXTREME TEMPERATURE CAN DAMAGE THE DEVICE AND IT CAN BE STOLEN.



How to update Chromebook
<https://bit.ly/3fZsU15>

School-issued Chromebooks should be used for educational purposes only. Students are to adhere to the Acceptable Use Policy and all of its corresponding school/district policies at all times. Student Chromebooks are intended for use at school every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are expected to bring a fully charged Chromebook to school every day and to each class unless specifically advised not to do so by their teacher. Students who fail to bring the Chromebook to school are responsible for getting the coursework completed as if the Chromebook were present.

TAKING CARE OF YOUR 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 EHS Library for a building tech or administrator to review as soon as possible. The Chromebook should NEVER be taken to an outside computer service for any type of repairs or maintenance. Under no circumstances should the Chromebook be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen.

Proper use and care is the responsibility of each student. Any damage, theft, or loss of a student Chromebook or power cord may result in repair/replacement fees added to a student's account.

Students should make sure Chromebooks remain updated to ensure proper functioning. Videos/training on how to update devices will be provided throughout the year, on social media, and on the EHS YouTube channel. Students are also encouraged to check their Gmail daily and add Gmail functionality to their cell phone if available.

Student Responsibilities include:

- The Student is expected to use the Chromebook for educational purposes only.
- The Student will follow all Board Policies and Acceptable Use Policies when using the Chromebook at any time.
- The Student will not load inappropriate apps or extensions onto the Chromebooks.
- The Student will not remove programs or files from the Chromebook.
- The Student will submit to a Chromebook audit when requested.
- The Student will recharge the Chromebook each night.
- The Student will bring the Chromebook to school every day.
- The Student will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or in a car, or using it with food or drink nearby. This includes taking care of it while it's in a backpack and not dropping it.
- The Student will not lend the Chromebooks to any friends or siblings; it will stay in his/her possession at all times.
- The Student will report damage or needed repairs immediately. Don't apply stickers since you may not get the same Chromebook back from being repaired.
- The Student will not attempt to repair the Chromebook.
- The Student will not take the device to an outside computer service for any repair or maintenance.

Be proactive!!!

1. **Each night:** close out of all tabs, sign out, and shut down before charging.
 - Just opening and closing the lid repeatedly throughout the day allows the Chromebook to get stuck in sleep mode so the screen is black and it won't turn on. To fix this issue, do a "hard reset" on your Chromebook.
2. **Each week:** sign out, shut down, restart, and search for updates.
 - Be sure to sign out before looking for updates so that you are finding the most recent Google updates.
 - Go through this process 2x so updates are downloaded AND installed.
3. **Occasionally:** clear cache and browsing history.

Restart the Chromebook

1. Press and hold the Power button.
2. The screen dims, and a pop-up appears. Click the Power Off option.
3. Wait about 10 seconds and press your Chromebook's Power button to turn it back on.

Hard reset your Chromebook

1. Turn off the Chromebook by holding down the Power button.
2. Press and hold the Refresh button and then tap the Power button a few times.
3. Once the Chromebook starts, release all buttons.

Check for updates

1. Click on clock/time display in lower right corner
2. In the pop-up window, click on **Settings** gear
3. Click **About Chrome OS** (bottom left hand side of box)
4. Click **CHECK FOR UPDATES** button
5. If an update is available it will begin to download. Click the **Restart** button when it appears.
6. After the download is complete, check for updates again to ensure that the update is both downloaded and installed.

Clear cache and browsing history

1. Open Chrome and click the **ice cream cone** (3 dots in upper right hand corner)
2. Click **Clear Browsing Data** and click on **Advanced**
3. Next to "Clear the following items from" select "the beginning of time"
4. Check all boxes possible
5. Click **Clear Browsing Data**



Page not loading? Try the refresh key!



Power off or sign out and sign in again. This may take more than one attempt. Most problems resolve with this step.

How to Update a Chromebook:

<https://www.youtube.com/watch?v=33pdy5bbJoM>



Delete files in your downloads (located in your Google Drive).



Adding too many extensions will slow your browser and cause pages to close. Disable extensions through the Chrome toolbar under *More Tools* ➡ *Extensions*.



Charge your Chromebook each night. Power off your Chromebook between classes or extended times of non-use.



When charging, check to see if the charging light is powered on. If not, remove the charger and re-plug securely in.