

Chromebook User GuideFor Students

What is a Chromebook? Chromebooks are similar to laptops. Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. This means you can use a Chromebook to do just about anything you'd normally do online: read websites, check your email, and watch videos. Your Chromebook runs web apps instead of software programs used on other computers. For example, instead of using Microsoft Office to create documents, you can use Google Docs (docs.google.com) and Google Drive (drive.google.com) to create and share files online.

Chromebook Keyboard Shortcuts- Your Chromebook keyboard works just like a regular keyboard, with a few small differences:

- Use the Search button to search your apps and the web
- To turn caps lock on or off, press Alt + Search

Powering on & off Your Chromebook- Chromebooks have a magnet in the screen which allows it to turn on right as it's opened! If after several seconds it does not turn on, you can press the power button on the keyboard. You can press and hold the power button in the upper right hand corner of the keyboard to shut off the Chromebook at any time. Shutting the lid will log you off. Pressing it once quickly will power it back on.

Dashboard- In the lower right hand corner, there is a small toolbox for accessing WiFi networks, adjusting brightness, sound, settings, and setting accessibility settings such as enlarged cursors or high contrast screens. Feel free to access this at any time, though some settings are restricted by the Tipton County administrators.

***Note: You cannot change a password from a Chromebook, despite there being a "Forgot Password" option.**

Charging Your Chromebook- Your Chromebook should be charged every evening. While the battery life varies, your Chromebook should last for the entirety of instructional hours. Make sure that the Chromebook does not completely die as this can damage the battery. Only charge your Chromebook with the GSD charger loaned with the device!

Updates- Chromebooks are updated remotely from our IT department and are pushed out as quickly as Google tests and releases updates. If you'd like to check for updates, you can click on the three dots in the upper right hand corner of a Chrome browser > Help > About Google Chrome > Check for Updates.

Bookmarks- Students can also bookmark new pages and resources as they see fit to access again in the future. You can bookmark a page by clicking the star on the right in the URL line (where you type [www.](http://www)), or right clicking the bookmark bar (on a Chromebook you use two fingers on the touchpad).

Commonly Asked Questions

Q: Who do I contact if my Chromebook is having technical problems?

A: Please see Mrs. Garrett in the library or you can email at agarrett@tipton-county.com

Q: Who do I contact if my student can't log in?

A: Please see Mrs. Garrett in the library or you can email at agarrett@tipton-county.com

Q: Can you print from the devices?

A: Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink and toner use, thereby saving money. There are ways to print from the Chromebooks, but it's not encouraged or particularly easy.

Q: Can the Chromebooks be used with another username or personal Gmail account?

A: No. Students and staff cannot access a district-owned Chromebook with any other login other than their district-assigned email. Students should not login to any web-based service with a personal account; the Chromebook is for educational purposes only.

Q: Can documents and bookmarks created on the Chromebook be accessed on another device?

A: If a student logs into another device with their school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

Q: Will unsafe or inappropriate websites be filtered on the devices?

A: Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another WiFi router that is providing the Internet connection. Our web filters are programmed to block inappropriate content as much as possible, but the Internet is an ever-evolving network and some things will get through. We encourage supervision and conversations with your student.

Q: Can the district track web history?

A: Yes. The district can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

Q: Will devices be kept by students over summer?

A: No. Devices will be turned in at the end of the school year so the district can do maintenance on them.

Q: Can parents use the Chromebooks?

A: When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers through our Skyward parent portal or via the student's email. The Chromebooks are not intended for personal use by the student or their parents.

Q: How can I clean or sanitize my Chromebook?

A: A gentle sanitizer wipe, like Clorox, on the keyboard is sufficient. Anything with at least 60% alcohol and no excess liquid.