Newton Public Schools
Chromebook Use and Care
Quick Reference

This Chromebook is "Managed" by Newton Public Schools. Some features may be limited.
This reference sheet is designed to give you basic instructions to get the device up and running.
For more information, visit **https://support.google.com/chromebook/**

The chromebook battery may be low when you initially get it. Please plug it in to fully charge.
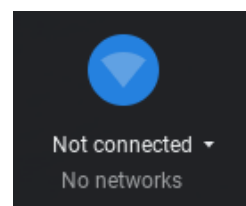
Connecting to WiFi / Home Network

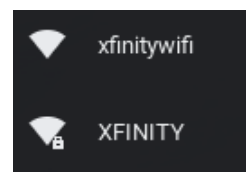1. At the bottom right, select the time.

2. Select Not Connected.

   Note: *If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.*
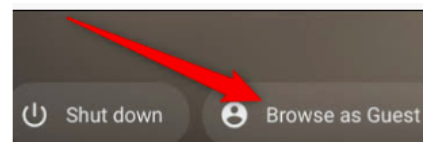
3. Turn on Wi-Fi.

4. Your Chromebook will automatically look for available networks and show them to you in a list.

5. Select the network you would like to connect to and enter any required passwords.

Logging in to the Chromebook

Students with NPS accounts can and should sign into the Chromebook with this account. The Chromebook, by default, will be set up for you to log in with an NPS account.

Signing Out / Turning Off the Device

You should always sign out of the Chromebook, especially if it is potentially accessible by others.

To let someone else use your Chromebook, or to switch accounts:
1. At the bottom right, select the time.
2. Click Sign Out.

To turn off your Chromebook completely, try one of these options:
- At the bottom right, select the time. Select Power.
- At the bottom right, select the time. Select Sign out > Shut down.
- Press and hold the Power button key for 3 seconds.
- Press and hold the Power button until you see a menu to Power off or Sign out.

General Precautions

- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

Screen Care

Chromebook screens are sensitive to excessive pressure and can be damaged if handled roughly.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on the keyboard before closing the lid (pens, pencils, flash drive, etc.).
- Clean the screen with a soft, dry cloth, or anti-static cloth. Do not use commercial glass cleaners.

Student Pledge for Chromebook Use

- I will take care of my laptop by protecting it from extreme hot and cold temperatures, keeping food and beverages away from it, and transporting it safely to and from school.
- I agree to the terms and conditions of the **Student Technology and Online Acceptable Use Guidelines** and the policies in the **Student Rights and Responsibilities Handbook**.
- I agree to follow the guidelines in the **Chromebook Care and Use Guide**.
- I will be the primary user of my laptop and never loan it to other individuals.
- I will never leave my laptop unattended in an unsecure location.
- If my laptop is not working properly, I will report the issue to my school / teachers.
- I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
- I understand that I am responsible for damage or loss caused by neglect or abuse.