Getting started with your Chromebook

March 2020

Connecting your Chromebook to the Internet

Step 1 - Connect to Wireless Network
● At the “Network not available” prompt, choose
  ○ Select the secure Wi-Fi network.
  ○ Type the network password.
  ○ Select Connect.

Step 2 - Login with your student ID
● At the Sign In to Your Chromebook screen
  ○ Enter your student ID.
  ○ Click Next.
  ○ Enter your strong password.
  ○ Click Next again to finish logging in.

Step 3 - Learn how to use your Chromebook
● At sign in, Google Chrome will automatically launch:
  ○ Navigate to bit.ly/lcpschromebookstart to access the learning guide

Part 1

Responsible Use of Your Device

Objectives

Part 1

- About your Chromebook
- How can a Chromebook help you learn?
- Responsibilities and acceptable use
- How will LCPS keep me safe?
- Will I have an email account
- How can I be a good digital citizen?

Part 2

- Your Chromebook
- Important Parts of Your Chromebook
- How can I take care of my Chromebook?
- Apps and Extensions
- Troubleshooting/ Help

About your Chromebook

How can a Chromebook help you learn?

- Instant access to tools and information.
- Collaborating and interacting with teachers, peers, and the world.
- Research information.
- Solving complex problems through deeper learning.
- Help meet individual and personalized needs and goals.
- Create original products.
- Publish and share your work.

What are you responsible for when using your device?

- You agree to use your device responsibly and for educational purposes when you and your parent signed the Student Rights and Responsibilities document.
- You must follow all school and classroom rules when you use your device. Remember, using your device is a privilege, not a right.

How will LCPS keep me safe?

LCPS has a responsibility to keep students safe while using school-owned Chromebooks and resources:

- Any communication or material accessed and transmitted on your Chromebook is monitored by LCPS using Gaggle.
- LCPS filters and blocks inappropriate internet content in compliance with the Children’s Internet Protection Act (CIPA) and Children's Online Privacy Protection Rule (COPPA).
- Failure to follow the terms of the Student Rights & Responsibilities Acceptable Use Policy and/or student Chromebook take home procedures may result in the loss of access to technology resources.

Can I use my Chromebook to store personal info?

- Your school-issued device is for school work only.
- Plugging your personal device into your school computer (even to charge it) could end up transferring personal content to your LCPS Google Account.
- Keep personal files off of your school device.

Will I have an email account?

Your LCPS Email Address is studentID@lcps.org and it should be used for educational purposes.

- Student email accounts will be accessed inside of G Suite (GMail)
- Students will have access to an address book of both student and teacher email addresses
  - **Elementary**: Can send and receive emails from inside LCPS only (to and from students and teachers)
  - **Secondary**: Can send emails inside and outside of LCPS
- All email contents are actively monitored - students will be alerted if they are using email inappropriately. Proper authorities will be alerted depending on the severity of the content flagged in the email.

How can I be a good digital citizen?

- Remember to stay safe online.
- Do not share personal information while online.
- Be a good digital citizen to others.
- Maintain a high security password.
- Be aware of what you share.
- Give credit where credit is due.

Let’s Review…

Click here!
Part 2

Getting to Know Your Device

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Part 1
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Your Chromebook

1. Camera
2. Microphone
3. Shortcut keys
4. Screen lock
5. Touch pad
6. AC power connector/
   USB type – C connector
7. DC-in indicator
8. HDMI-out connector
9. USB 3.0 connector
10. Memory card
    (SD/MMC) slot
11. Speakers
12. N-LOCK
13. Power button
14. Volume button
15. Combo audio jack

Important Parts of Your Chromebook

1 & 2 - Webcam/Microphone - enables distance video learning with teachers
5 - Touchpad - used to navigate your chromebooks cursor
6 - Charging Port - is where you plug in your charger
9 - USB Port - connected accessories like a mouse or thumb drive
10 - SD Card Slot - used for expanded storage and transferring files
13 - Power Button - turns your Chromebook on and off
14 - Volume button - adjusts your volume level
15 - Headphone/Microphone Jack - where you can plug in headphones

How can I take care of my Chromebook?

Apps are software programs that run in the browser. You can find the LCPS approved apps in your taskbar or app launcher.

Find and use them by clicking the launcher

Chrome Extensions

Extensions *extend* what you can do with pages in the Chrome Browser. Read&Write is a tool that students should use - please view [How to add Read&Write for Google Chrome Extensions](https://bit.ly/lcpschromebookstart).

How do I get help?

If you have a problem with your Chromebook:

1. Restart your device (hold the power button down for 10 seconds and turn back on).
2. Ensure that the device is plugged in or has a charge.
3. Ask your teacher about how to get support in your school.

What if I don’t have wifi at home?

- Some files stored in your Google Drive can be edited offline such as Google Docs, Sheets, and Slides.
- You may be able to find free wifi near your home (public library, businesses, etc.).
- A limited number of wifi hotspots are available from LCPS. Make a request here: http://bit.ly/LCPSHOTSPOTREQUEST.
- There are many low-cost internet providers available. Please ask your parents to talk to someone at the school for options.

Support

For additional support on how to use your chromebook, please contact your teacher.

If you experience problems with your Chromebook not powering on, is damaged or are unable to login (i.e. password not working), please call the Technology Support Center at 571-252-2112 between the hours of 7:30AM - 5PM, Monday - Friday.

Let’s Review...

Click here!