



Chromebook Policy and Procedure Suggestions

- Carry the Chromebook closed, with 2 hands. Never carry on top of or under a stack of books.
- Do not place items on top of the Chromebook-the screen is fragile
- Chromebooks should always be on a table/desk-never on the floor.
- Keep food and water away from Chromebooks (please water bottles on the floor)
- Make sure there are no objects (pens/pencils) on the Chromebook before closing the lid
- The teacher will plug the Chromebook back into the charging station. In the older grades, 1-2 students can be trained to be in charge of the docking/charging stations.
- Do not customize your Chromebook – this device is for schoolwork only.
- Use only your school account when logging onto school devices
- All Chromebooks are numbered. Each student is assigned a number and always uses that Chromebook. Return Chromebook to the corresponding spot in the charging station.

Take some time to setup expectations: Discuss the difference between school devices and home devices.

- What are they used for?
- Who uses them?
- Is it ok to customize them (play with the background, settings, change your icon/password, etc.)? Why not?
- Explain how you (the teacher) have a work computer and a home computer. You use the work computer for school and for your personal business you use your home computer. It is our job, as educators, to prepare them for the real world. So, students should treat this as their “work” computer.

Chromebook Classroom: Great videos, etc. to help you get started.

<https://sites.google.com/site/chromebookclassroomintheclo/ud/chromebook-curriculum/introducing-the-chromebook>

Touch Pad Tips:

The Chromebook touchpad works a lot like a Mac touchpad.

- **Click** -tap/click the touch pad with **1 finger**
- **Right Click**- use **2 fingers** and tap/click on the touch pad.
- **Scroll**- use 2 fingers and move them up/down or left/right along touch pad

Other Tips:

- Take a picture of your screen: **Ctrl+** 
- Be sure to log out when finished using a device: Click your **account photo**, then **Sign Out**
- Close the lid or click the power button to put your Chromebook to **sleep**
- Most Chromebooks have approximately **an 8 hour battery life**
- Clean the screen only with a soft, dry antistatic or microfiber cloth. Do not use window cleaner or other liquid to clean.

Chromebook Keyboard Special Keys

	Search your apps and the web To turn Caps Lock on or off, press Alt + Search .
	Go to the previous page in your browser history (F1)
	Go to the next page in your browser history (F2)
	Refresh your current page (F3)
	Hide the tabs and launcher in full-screen Immersive mode (F4)
	Show all windows in Overview mode (F5)
	Dim the screen (F6)
	Make the screen brighter (F7)
	Mute (F8)
	Lower the volume (F9)
	Raise the volume (F10)

<https://support.google.com/chromebook/answer/1047364?hl=en>

Find more E-Tips, including the E-Tip on Digital Citizenship, at <https://goo.gl/qPn7bN>