# SOCSD Chromebook Handbook

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# Basic Care

## Charging your battery

- Average battery life should be 7 hours. If the device is consistently losing its charge before the end of the school day, it needs to be turned in to the Tech Team Office for repair.
- Device should be shut down or put to sleep (close the lid) when not in use to extend battery life.
- Device must be brought to school each day fully charged. Students need to charge their device at home each evening.

## Screen Care

The device screen can be damaged if subjected to improper treatment. The screens are particularly sensitive to excessive pressure and temperatures.

- Do not lean on top of the device.
- Do not carry the device by the screen.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner, water or any other liquid on the device.

## Keyboard Care

- Clean keyboard with air duster or damp cloth, nothing with excess liquid.
- Keep the keyboard as dry as possible.

## General Device Care

- Food or drink is not recommended near or on the device.
- Students should not carry the device while the screen is open.
- Device should be shut down when not in use to conserve battery life.
- Device should not be forced into a drawer or bag as this may damage the device.

- Device should not be exposed to extreme temperatures for extended periods of time. Extreme conditions may cause damage to the device.

## Virus Protection

- Below is a link to the Chromebook Help Center detailing built in Security features.
- https://support.google.com/chromebook/answer/3438631?hl=en

## Storage

- The SOCSD Chromebook has 32 GB of available storage space for local files. (students may use Google-drive to save work).

## Chromebook Management

- Only the Starkville Oktibbeha School District student who is assigned to the Chromebook is allowed to log into that Chromebook.
- Chromebooks are managed by the District IT Office. Any attempt to remove the device management will result in disciplinary action, including, but not limited to, device confiscation.

## Personalization

- Students will be provided with a cover for their device.
- No stickers should be placed on the cover or the device itself.

## Media, Sound, and Games

- All photos (including desktop background) and videos must meet District Guidelines.
- Media that violates acceptable policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures) will result in disciplinary action and may also result in a loss of device privileges.
- Use of media, sound, and games must be in accordance with classroom procedures.

# Using your device

## Data Management

- The majority of student work will be stored in Google Drive or Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update/save.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or on Google Drive.
- If you do not have internet access at home and need to access your work, work with it in offline mode. For information about working on Google Drive files offline on your Chromebook, go to https://support.google.com/chromebook/answer/2809731.

## Printing

- Because all student work should be stored in an Internet/cloud application, students will not print directly from their devices at school. Printing that needs to be done can be accomplished by accessing their Google Chrome accounts in the school library or printing at home.
- You can print wirelessly using Google CloudPrint.
    - For more information, go to https://www.google.com/landing/cloudprint/index.html.

## Home Internet Access

- Students are allowed to set up access to home wireless networks on their device. This will allow students to access resources needed to complete schoolwork.
- If you have trouble connecting a device to your home network, contact your Internet Provider.
- Devices are content filtered (blocked from pornography, hate, violence, most social media) no matter what network they are on. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

- If a student does not have home Internet access, documents, worksheets, videos and content needed for homework can be downloaded to Google Drive and can be accessed offline without access to the internet. For information about working on Google Drive files offline on your Chromebook, go to https://support.google.com/chromebook/answer/2809731 .

## Device Monitoring

- Devices are property of the Starkville Oktibbeha School District and are subject to inspection at any time.
- The device includes internet filters to block inappropriate websites when connected to any WiFi network, at school or at home. While the software filter protects students in most cases, the best filter is adult supervision and students making good choices, being responsible digital citizens.
- Reasons for device inspection may include but are not limited to the following: functionality, maintenance, serviceability, and student conduct when using the Chromebook.

# Logging in

A student will log into his/her chromebook using his/her school issued email address and password. The chromebook will ask them to enter the email address twice and then the password.

Email Format
Email: firstname.lastname1234@starkvillesd.com (1234=the last 4 of his/her MSIS number)
Password: Sd1234567 (1234567= his/her MSIS number without the 00s)

# Using your Chromebook

## How To's

How to edit Microsoft Office files on your Chromebook

How to set your chromebook to save files for offline mode

How to search for anything on your Chromebook

How to move between pages with the touchpad on your Chromebook

How to see all windows on your Chromebook

How to use screen magnification on your Chromebook

How to take a Screenshot

How to turn on caps lock

How to use the select to speak feature on your Chromebook

Using speech to enter text on your Chromebook

# Chromebook Keyboard Shortcuts

Copy and Paste
- Ctrl + C copies the highlighted area to your clipboard.
- Ctrl + X cuts the highlighted area and store it on your clipboard.
- Ctrl + V pastes whatever was copied or cut from your clipboard.

Paste without Formatting
- Ctrl + \ pastes whatever you copied with its original formatting.
- Ctrl + Shift + V pastes whatever you copied while clearing the original formatting.

Undo
- Ctrl + Z will undo the last thing you did. This action can usually be performed multiple times, so hit Ctrl + Z as many times as you need!
- Ctrl + Shift + Z or Ctrl + Y will undo your undo and put back the last thing you undid.

Tab
- Ctrl + T opens a new tab.
- Ctrl + Shift + T reopens the last closed tab (which is great because we've all closed tabs accidentally!).
- Ctrl + W closes the currently selected tab.

Dock Browser Windows
- Alt + ] docks one browser instance to the left
- Alt + [ docks one browser instance to the right.

Zoom in on a Webpage
- Ctrl + +  to zoom in.
- Ctrl + – to zoom out.
- Ctrl + 0 to reset zoom level.

Open File Manager
- Alt + Shift + M opens Chromebook's file manager.

Google Drive Shortcuts
- Shift + T creates a new Document
- Shift + S creates a new Sheet
- Shift + F creates a new Folder

Insert Links
- Ctrl + K allows you to insert a link into the text you've highlighted.

Open a Closed Tab
- Ctrl + Shift + T

More Shortcuts

# Chromebook FAQs

## Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full size keyboard, large display and clickable trackpad, all day battery life, lightweight and built in ability to connect to WiFi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time consuming, often confusing, high level of maintenance required by typical computers." ("Google")

## Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

## Q: Will students have access to the devices beyond the school day?

A: 8th-12th grade students will. All other students will not.

## Q: Are students required to have them at school each day?

A: Yes. We do expect these devices at school each day as they are fundamental learning tools for the types of instructional experiences that are now being built at Starkville Oktibbeha Consolidated School District schools. Students will need to charge their devices overnight so that it is fully charged at the beginning of the day.

## Q. Can the Chromebook be used anywhere?

A. Yes, as long as there is a WiFi signal to access the web.

## Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

## Q: How long does the battery last?

A: The normal life of the battery of the Chromebook is 8-10 hours. If a student fully charges his/her computer each night, it should last the entire day. There will be opportunities and options for charging at school if necessary.

## Q: How can a student access a device if their Chromebook is being repaired?

A: The District has purchased a number of temporary devices for distribution.

## Q: Will Chromebooks take the place of all textbooks?

A: Teachers will still be using a variety of resources to support their instruction. The technology enhanced classroom will support innovative practices and probably new resources for students to showcase their learning. Textbooks will still play a role. The Starkville Oktibbeha Consolidated School District views the Chromebooks as a vital tool to student learning but not the only tool.

## Q: My student has a personal google account, can they use that account on their chromebook?

A. No. Students should only use their district assigned google account on their Chromebook.