

# Digital Learning Environment 2019-2020

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Care & Use, Safety, AUP, Support

# Chromebooks

- More secure (less virus, malware and system compromise) which reduces costs
- Provides stability
- Has simplified updates which are less frequent and can be managed from a management console with little or no down time for the user
- Update downloads are available free online
- Runs faster than other operating systems with the same hardware
- No software to install
- Easy App installation when needed

Equipped with:

- Camera
- Microphone
- 3 USB (2 usb-c and 1 regular)
- MicroSD
- Solid State Drive

# Proper Care & Use

## Handling

- Avoid contact with food and drink.
- Power cables should not be wrapped around the charger when in use.
- Keep computer in bag TURNED OFF when not in use.
- Avoid small things from getting inside your computer.
- Only place computer in bag or you will risk breaking the screen.
- Always handle the computer with two hands.

# Proper Care & Use

## Temperature Exposure

- Computers should not be exposed to direct sunlight, extreme temperatures, or ultraviolet light for a length of time.
- Do not leave a computer in the car or outside. Such exposure to extreme heat or cold could result in damage.

## Screen Care

- Liquid cleaning solution should not be directly applied to the computer screen or keyboard.
- The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

# Proper Care & Use

## Printing

### **At School**

- Access to printers while at school.
- Printers available are shown on their computer.

### **Home**

- Google Cloud Print may be used for printing

# Chromebook Security

- An adhesive sticker with the student's ID information (name and ID number) has been placed on the lid of the computer and on the computer bag.
- ID's or ID stickers should not be removed or defaced.
- Each student has been assigned a computer by serial number .

# Internet Filtering & Online Safety

## **Content Filtering at school**

- All internet activity is filtered.
- Internet usage is traceable and can report past use and patterns of internet activity.

## **NO Content Filtering provided by MCHS outside of school**

- Parents are encouraged use filtering tools on your computer
- There are free and for purchase versions of filtering or parental control software
- See the Tech resources page that can be found under the "Digital Learning" section on the school website <http://www.mchs154.org/mchs/>
- The direct webpage for the resource site is <https://sites.google.com/site/mchs154tech/>

# Student Internet Security & Safety

- Don't share personal information online!
  - Selfies
  - Age
  - Address
  - Full name
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- Internet Safety Training will be provided



# Acceptable Use policy

You have received a copy of the MCHS AUP and it is also included in the student handbook

If you have any questions regarding the AUP please contact the Administration Office

# Google Applications for Education

- Marengo High School is a Google Apps for Education registered school
- Students are provided a Gmail/email account
- We have the ability to access email to assist students when needed

# End User Support

## **Technical Assistance**

Room 1405 is where to go if you need help to print, get service or ask questions.

## **Ticketing System**

You can submit your issue or problem at <http://tickets.mchs154.org>

## **Loaner Computers**

Loaner computers will be available in classrooms or the Technology Office (1405) And they must be returned at end of school day.