## Getting Started

### Connecting to a Network

1. Look at the network icon in the lower right corner of your screen; if the 'not connected' icon [×] is displayed, click on the icon
2. Select **No Network** from the menu that appears
3. Select your wireless network from the list of detected networks. (use the "Chrome" network while in class)
4. Follow additional steps on-screen if they are required (such as entering network security key)

Once connected, the network icon will change to 🛜

### Logging in for the First Time (must use your *@hvrsd.org* account)

1. Enter your full school email address - **don't forget to include @hvrsd.org**
2. Enter your network password
3. Click the **Sign In** button

You will be logged in to the device and any existing apps and bookmarks that you have previously added to your *@hvrsd.org* account will appear shortly.

### Navigating the Chromebook
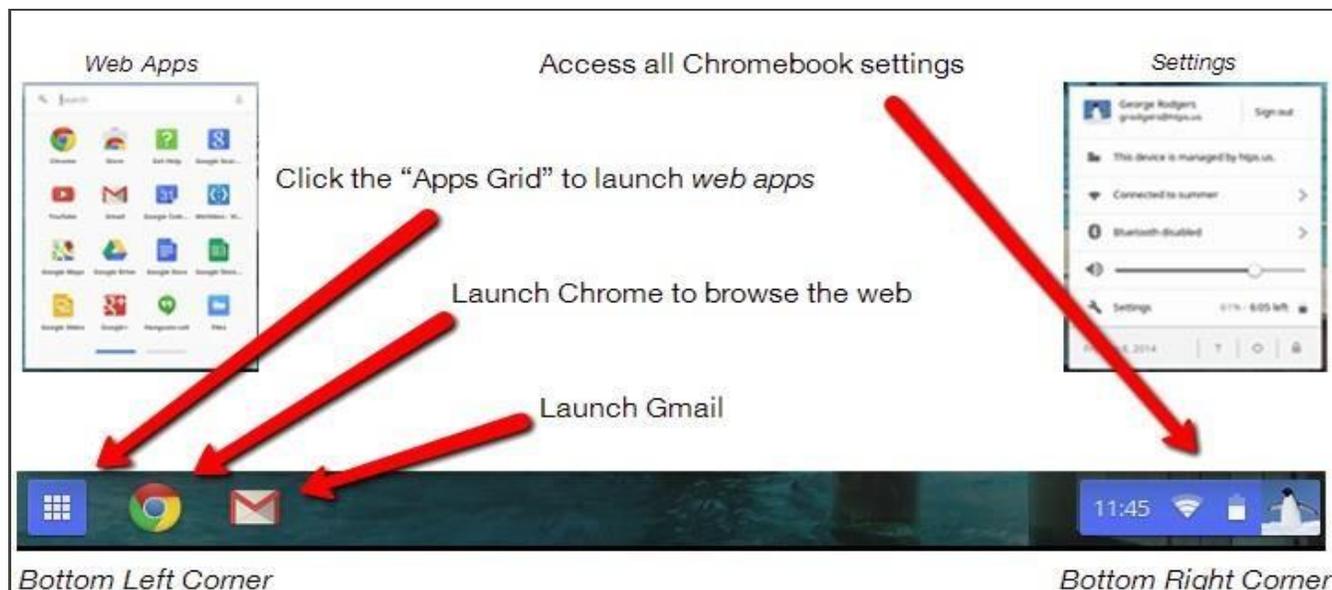
## Additional Tips & Tricks

### Change the Wallpaper

Right-click on the background to set a different wallpaper.

Change your profile picture under *Settings*

### Add Apps or Extensions

Search the Chrome Store (from the Apps grid) to find and add addiitonal apps and extensions. Remember that all apps should support learning!

### Pin Your Favorites

To add your own icons to the launcher bar at the bottom of the screen, simply right-click on icon and choose '*pin to launcher.'*

### Working with Your Files

On a Chromebook, most of your work is done in the cloud and saved in the Google **Drive** app, where you can create, edit, and collaborate on documents, presentations, spreadsheets, drawings, and more.

You can also download files from websites (such as PDFs or images). Those files are stored on your Chromebook and are available using the **Files** app.

### How to Print

To print at home, your printer must be Cloud-Print enabled. Go to google.com/cloudprint/ for setup information.

## Technical Assistance

Students should report all technical questions/problems to their classroom teachers. If unresolved, send an e-mail to helpdesk@hvrsd.org and provide as much information as possible, including screenshots. If the Chromebook is broken or non-functional, students should report to the media center for a replacement.

## How to take a screenshot on a Chromebook

Press the 'Ctrl' and 'Window Switcher' keys at the same time to take a snap of the entire screen
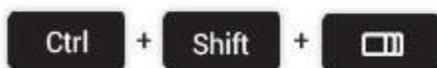
Pressing the 'Ctrl' 'Shift' and 'Window Switcher' keys will allow you to capture a specific area.
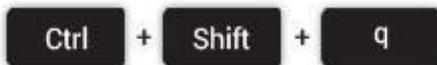
## Keyboard Shortcuts



### Want to learn all the keyboard shortcuts?
Press the 'Ctrl' 'Alt' and '?' keys to reveal all keyboard shortcuts.



**Logout**: 'Ctrl' 'Shift' and 'q'



**Mirror Monitor:** Press the 'Ctrl' and the full screen key

## Rules, Regulations, and Recommendations

The **Technology Policies and Consent Form** must be signed by all students and a parent/guardian prior to receiving the Chromebook. Please refer to the **Acceptable Use Policy** to review all official policies and responsibilities for students and parents/guardians. These documents can be viewed at any time on the HVRSD website by visiting *Offices > Technology > Technology Policies* (http://www.hvrsd.org/apps/pages/TechnologyPolicies).

The rules below are policy summaries and recommendations to provide you with a quick reference.

### Overview

- All use of technology must:
    - Support learning.
    - Follow local, state, and federal laws.
    - Be school appropriate.

- Security Reminders:
    - Do not share logins or passwords.
        - **Exception: students should share passwords with parents or guardians.**
    - Follow Internet safety guidelines.

# Hopewell Valley Regional School District
# Chromebook Quick Start Guide

## Caring for the Device
- The device is district property and all users must follow all district and school policies and procedures.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- **Students are responsible for arriving at school with a fully-charged device**.
- Damaged devices or devices failing to operate properly must be given to the Media Center where they will be evaluated and/or repaired.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme temperatures.
- HVRSD identification labels should not be removed from the device. No other labels, decals, or stickers should be applied to the device.

## Carrying the Device
You are expected to use the carrying sleeve provided by the district when transporting or storing your Chromebook.

## Care of Device at Home
- The power cord/charger should remain at home.
- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table - never on the floor!  ☐        Protect the device from:
  - ○ Extreme heat or cold.
  - ○ Food and drinks.
  - ○ Small children.
  - ○ Pets.
- Do not leave the device in a vehicle.
- In case of theft, an official police report will be required.

## Technology Discipline
Most tech-related behavior violations are equivalent to "traditional" classroom violations:
- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or charger is equivalent to vandalism or property damage.
- Chromebooks have a camera and its LED light is ON when recording. Ensure the camera is used properly and responsibly.
- Staff have access to their students' Gmail and Google Drive. Staff access is used in instruction for assessment and collaboration needs as well as to monitor adherence to the HVRSD Acceptable Use Policy.