



KELSO SCHOOL DISTRICT

Chromebook User Guide for Students and Families

Student Username:	
Password Hint:	

1. What is a Chromebook?

Chromebooks are similar to laptops. Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. This means you can use a Chromebook to do just about anything you'd normally do online: read websites, use Google Classroom and watch videos. Your Chromebook runs web apps instead of software programs used on other computers. For example, instead of using Microsoft Office to create documents, you can use Google Docs (docs.google.com) and Google Drive (drive.google.com) to create and share files online. Chromebooks are inexpensive, easy to use, and everything is saved on the web, so you don't have to worry about losing your files.

2. Chromebook Hardware

Chromebook hardware may differ depending on Chromebook models. Please refer to the photos below regarding ports and the keyboard. Your Chromebook keyboard works just like a regular keyboard, with a few small differences:

- Use the Search button to search your apps and the web
- To turn caps lock of or off, press Alt + Search
- Use Windows (labeled Overview below) key to see all open windows
- To take a screenshot, click the CTRL + Windows (Overview) key for the whole screen or CTRL/Shift/Windows to select an area to capture



Charging port HDMI USB port SD card reader Headset /mic



USB port Lock port



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3. Powering On & Off

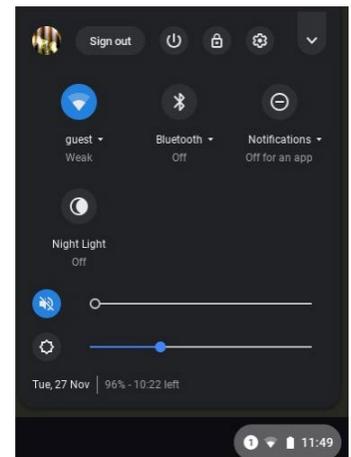
Your Chromebook has a magnet in the screen which allows it to turn on right as it's opened! If after several seconds it does not turn on, you can press the power button on the keyboard. You can press and hold the power button in the upper right hand corner of the keyboard to shut off the Chromebook at any time. Shutting the lid will log you off. Pressing it once quickly will power it back on.

4. System Tray

In the lower right hand corner, there is a small toolbox for accessing WiFi networks, adjusting brightness, sound, settings, and setting accessibility settings such as enlarged cursors or high contrast screens. If you need to enable any accessibility settings, or turn them off, please refer to Google's article on managing Chromebook Accessibility Settings:

<https://support.google.com/chromebook/answer/177893?hl=en>

Feel free to access this at any time, though some settings are restricted. It will look like this, but some settings and displays may differ:





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5. Charging Your Chromebook

Your Chromebook should be charged every evening. While the battery life varies, your Chromebook should last for the entirety of instructional hours. Make sure that the Chromebook does not completely die as this can damage the battery. Only charge your Chromebook with the KSD charger loaned with the device! Your charger may look different depending on the model of your device.

6. Updates

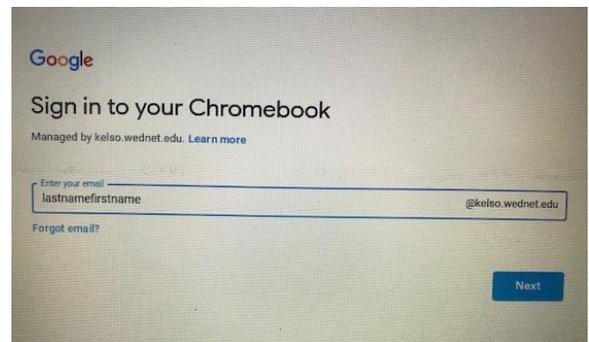
Chromebooks are updated remotely from our IT department and are pushed out as quickly as Google tests and releases updates.

Using Your Chromebook

1. Logging On

When you open your Chromebook, you'll see a screen that looks like this. Most usernames are lastnamefirstname. The @kelso.wednet.edu part is filled in for you. Contact your student's teacher if you lose the account password. If your teacher is unable to help, please contact jennifer.gwin@kelsosd.org.

***Note: You cannot change a password on a Chromebook, despite there being a "Forgot Password" option.**



2. Connecting to WiFi

Before you log in, you may be asked to connect to a wireless (WiFi) network. Please connect to your home's WiFi network. Chromebooks only work when they are connected to WiFi. From the Chromebook's login screen, look at the bottom right corner, and click on the time. Select "Not Connected". (Note: If you see your WiFi network name and a signal strength, your Chromebook is already connected to WiFi.) Turn on WiFi. Your Chromebook will automatically look for available networks and show them to you in a list. Click on your home WiFi network, and enter the password of your home network. Click 'Connect'.



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3. **Accessing Apps** Your students will be using apps that they are familiar with. Here is a list of apps and icons you can access on a Chromebook:



Chrome - Your internet browser to access the internet, similar to Internet Explorer and Mozilla Firefox. You can access Google Chrome from any device, not just a Chromebook.



Docs – Similar to Microsoft Word; a place to create and store documents.



Classroom – A learning system from Google; where you student's teacher will assign and grade work.



Drive – A Google Cloud storage space that can be accessed anywhere with any device.



Slides – Similar to Microsoft Powerpoint; a place to create and store slide presentations.



Sheets – Similar to Microsoft Excel; a place to create and store spreadsheets.



Gmail is available for high school students only at this time

Chromebook Shortcuts

- Ctrl+C = Copy
- Ctrl+V = Paste
- Ctrl+X = Cut
- Ctrl+A = Select all text
- Ctrl+Z = Undo
- Ctrl+T = Open a new tab
- Ctrl+Tab = Move between tabs
- Ctrl+ +/- = Zoom in and out. You can also use two fingers on the touchpad.



Caring for your Chromebook and Keeping it Secure

- Carry it with care. Use two hands and hold it from the base, not the screen.
- When not in use or being charged, store your Chromebook in the protective case.
- Do not place your Chromebook on uneven surfaces where it might fall. Chromebooks are sturdy, but drops from heights can damage the inside and outside of the Chromebook.
- Don't leave it on blankets, beds, sofas or pillows while on and in use. The Chromebook does not get overly hot as a laptop would, but it does need to breathe. Do not block air flow when the device is on.
- Do not spill food or drink on your Chromebook by eating or drinking near the device.
- Your Chromebook may need cleaning. Do not use water or a cleaning solution. Just wipe down with a slightly damp cloth.
- Be careful when plugging in the charger and headphones and removing them from the ports. Ports are easily damaged. Also be careful with the keys on the keyboard—only press down gently on them.
- Avoid touching the screen with fingers or objects such as pens.
- Avoid extreme temperatures. Don't leave your Chromebook in a locked car in the summer and avoid temperatures below 32 degrees.
- Avoid placing or dropping objects on top of the Chromebook.
- Do not mark or deface your KSD issued 1:1 device or case. Defacing also may include the use of non-district stickers or tape or removing district asset tags or labels.
- While opinions vary, you should run the battery down during the day, charge it up in the evening, but when the battery is fully charged, unplug the Chromebook from the wall. Avoid running the battery out completely.

Security Tips

- Be mindful of your Chromebooks location at all times. Do not loan it out.
- Never leave your Chromebook unattended in restaurants that offer free WiFi. Thieves target these locations for that reason.
- Always take time to secure your Chromebook in your carrying case.
- Please do not leave your Chromebook in any vehicle in plain sight, even a locked one. Avoiding temptation is a security best practice.



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Frequently Asked Questions (FAQs)

Who do I contact if my Chromebook is having technical problems?

Please email ithelp@kelsosd.org if you believe there to be a hardware failure. For any other issues, please contact your student's teacher. Many Chromebook issues can be cleared by restarting the device. Press and hold the power button to turn it off, then press again to turn it back on. Make sure your power cord is plugged in to both the power outlet and the Chromebook.

Who do I contact if my student can't log in?

Please contact your student's teacher who can provide login info or walk you through the login process. Please refer to "Logging On" above.

Can you print from the devices?

There are ways to print from the Chromebooks, but it is not encouraged or particularly easy. Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing.

Can documents and bookmarks created on the Chromebook be accessed on another device?

If a student logs into another Chrome browser with their school username, all of their information (bookmarks, documents, applications...) will be available to them on that device. Clicking on the Home button next to the address bar will bring up a "Chromebook launch page" that contains several links.

Will unsafe or inappropriate websites be filtered on the devices?

Chromebooks will be filtered by Linewize. This happens whether the device is connected to school-owned WiFi networks, or another WiFi network that is providing the Internet connection. Our web filters are programmed to block inappropriate content as much as possible, but nothing is foolproof, and some things will get through. We encourage supervision and conversations with your student about safe web browsing.

Can the district track your student's web history?

Yes. The district can track student browsing history and it cannot be cleared. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and devices.

Will devices be kept by students over summer?

No. Devices will be turned in at the end of the school year so the district can perform any needed maintenance on them.

Can parents use the Chromebooks?

When a student is logged into the Chromebook, parents can use the Chromebook to check on student work, view their browsing history, or connect with teachers through Skyward or Google Classroom. The Chromebooks are not intended for personal use by students or parents.

How can I clean or sanitize my Chromebook?

You can use a gentle sanitizer wipe, like Clorox, on the keyboard. Anything with at least 60% alcohol will disinfect the surface. DO NOT use liquid cleaners, nor excess liquid.

What if my Chromebook is lost, damaged, or stolen?

It is important that you inform your teacher and send an email to ithelp@kelsosd.org if your device is damaged, lost, or stolen. It is possible that you may be issued another device.