



Chromebook Orientation Meeting

REAGAN MIDDLE SCHOOL

Student Expectations

- ▶ Bring a fully charged Chromebook to school everyday
- ▶ Student is responsible for turning in the SAME charger, protective bag, Chromebooks, and strap they were issued.
- ▶ You are responsible for all damages- Chromebook (\$300), charger (\$30), bag (\$20), or strap (\$3)
- ▶ Carry your Chromebook in the provided protective bag.
- ▶ Keep food and drink away from all Chromebooks
- ▶ Chromebook and district-issued email account are the property of Dixon Public Schools and as a result may be subject to inspection at any time. Chromebooks will be filtered off site by DPS to prevent access to inappropriate sites.
- ▶ If you transfer out of RMS, Chromebook and all accessories must be returned.
- ▶ Read the complete Chromebook User Agreement and Acceptable Use Policy found in the Student Handbook on the DPS website.

Please do not...

- ▶ Attempt to gain access to the internal electronics or repair a Chromebook yourself.
- ▶ Carry the Chromebook while the screen is open or with the power cord plugged in.
- ▶ Charge any device using USB ports. This can cause irreparable damage to the Chromebook. This includes charging your phone from the device.
- ▶ Apply cleaning solutions of any kind to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Never use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- ▶ Apply any permanent writing, stickers, or labels that are not the property of Dixon Public Schools to the Chromebook or protective carrying bag.

Please do not...

- ▶ Leave the Chromebook unattended or in any unsupervised area, especially if it is not temperature controlled.
- ▶ Lend your Chromebook to another person.
- ▶ Use the camera to record any individual or group without first obtaining permission to do so, Never record or take pictures in a restroom or locker room.
- ▶ Use personalized screen savers or background images.
- ▶ Install any apps that are not district approved.

Parent Expectations

- ▶ Read and sign off on the Reagan Middle School Chromebook Policies and Procedures manual
- ▶ Discuss appropriate use of the Internet
- ▶ Ask students about how they are using their Chromebooks at school
- ▶ Contact the school with any questions/concerns

Tech Zone

In the event the Chromebook is damaged, or you need technological help, take it to the TechZone in Lab 210

- ▶ **DPS Tech Help Desk**

Help@dps170.org

- ▶ **RMS Tech Zone**

(815)253-4966 x3210

Google Chromebook Visual Guide



Camera

Microphone

Mousepad/Touchpad



Security Cable Slot (not included with Chromebook)

USB-C Port (not for charging Chromebook)

USB Port – Do not charge personal devices via the Chromebook USB ports

Power Button – Turn On/Off Computer

Volume –Adjust volume Up/Down



Auxiliary Port (2-way): This allows you plug in your headphones, microphone, or headset.

Micro SD Slot (not included with Chromebook): Provides extra storage.

USB-C Port: **Charging port** for Chromebook with light to indicate it's charging. Only use the charger provided with your Chromebook

USB Port

The Screen folds back into a tablet. The keyboard is disabled when folded as a tablet





Keyboard Listings:

1. **Escape Key**: This will allow you to target off (deselect) the task you're performing.
2. **Back Key/Forward Key**: This will allow you to go to your last webpage or the follow-up webpage you last visited.
3. **Refresh Key**: This will allow you to refresh the current page to its original state. EX: All content is not showing up on your screen.
4. **Restore Up/Down Key**: This will allow you shrink or enlarge your page size.
5. **Screenshot Key**: This will allow you to take a picture of what is currently shown to you on the screen.
6. **Brightness Keys**: This will allow you to adjust the brightness of your screen.
7. **Mute Volume Key**
8. **Volume Keys**: This will allow you to adjust the volume.
9. **Lock Key**: This will allow you to lock computer

Google Chromebook's Basic Design



Figure 1.1

Login Page

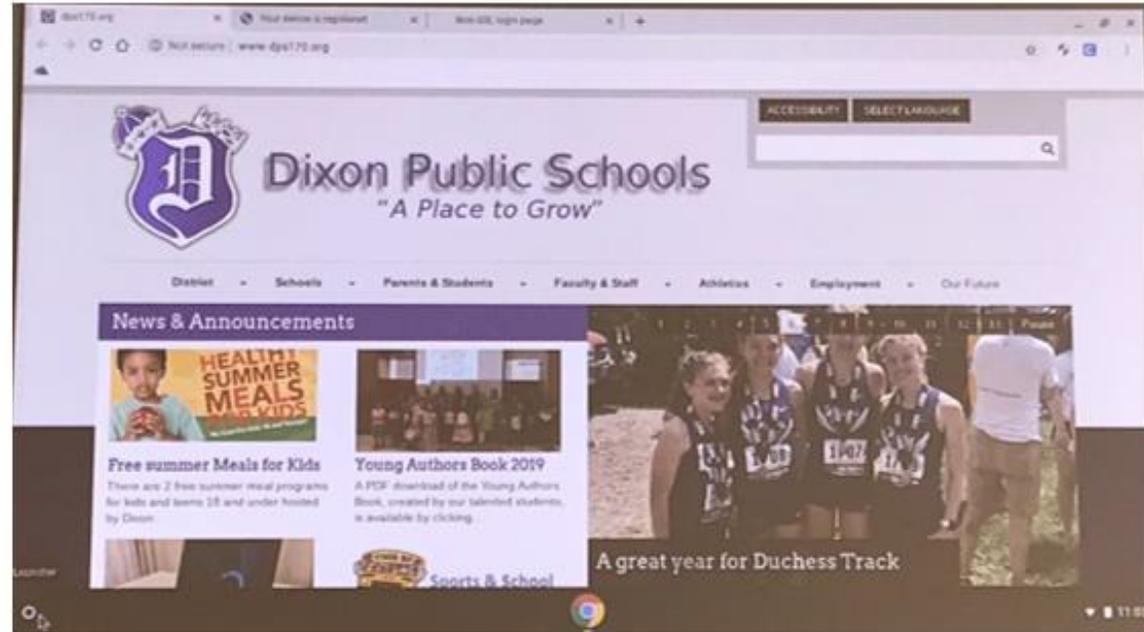
Bottom-left Side (left to right):

- Shut down button
- App: Click this icon to view all the applications on Chromebook
- Add Person/User: To logon for the 1st time, click and enter your email address and password

Bottom-right Side (left to right):

- Wi-Fi button (triangle-shaped): Click this icon to connect to a network.
- Battery charge indicator
- Local Time

Main Page



Main Page

Bottom-left Side:

- Launcher: Will contain all other applications. EX: Word or Excel
- **NOTE** Only apps approved by Dixon Schools will be available for installation!

Features:

- Battery is rated for over 4,000 charging cycles
- Battery will last for an entire school day
- Sleek and lightweight
- Virus protection built in
- Automatically updates
- Internet content filter works at school and away from school