

Chromebook Handbook

Device Purpose

Chromebook devices and accessories (e.g., power cord, WiFi hotspot) are the property of the Anchorage School District (ASD). The instructional device's function is to provide each student access to educational materials needed to be successful during the mandatory closure period. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool and is not intended for gaming, social networking or high end computing.

Receiving Your Chromebook

A Distance Learning Device Parental Consent Form must be completed by a parent or guardian before a Chromebook and accessories are issued to an ASD student.

Returning Your Chromebook

Student Chromebooks and accessories (charger and or hotspot) must be returned to the checkout site at the end of the mandatory closing period or prior to summer vacation. Any student who transfers out of ASD will be required to return their Chromebook and accessories. If the Chromebook and accessories are not returned, the parent/guardian will be held responsible for the replacement cost of the equipment and student records will not be released until the replacement cost of the lost/damaged device or accessory is paid to the school.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued. Students must notify their teacher of Chromebooks that are broken or fail to work properly.

GENERAL PRECAUTIONS

- No food or drink is allowed next to your Chromebook.
- Cords and cables must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be forced into a bookbag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Do not leave your Chromebook in a vehicle overnight.
- Always bring your Chromebook to room temperature prior to turning it on.

CARRYING THE CHROMEBOOK:

The protective shell of the Chromebook will only provide basic protection. USING THE CHROMEBOOK:

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Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers.

Software on Chromebooks

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

For more information, please contact the school administrator at (714) 799-1001 or visit the website at www.sosrivwell.com.

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