

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 from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

SCREEN CARE

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner, water or any type of liquid on the Chromebook.

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.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection: Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software: Students are unable to install additional software on their Chromebook other than what has been approved by Anchorage School District.

Software Updates: In order to receive updates, the Chromebook should be shut down via the menu and restarted daily.

Protecting & Storing Your Chromebook

CHROMEBOOK IDENTIFICATION

Chromebooks will be labeled in the manner specified by ASD IT. Chromebooks can be identified by:

- Record of serial number and ASD asset tag

Under no circumstances are students to modify, remove, or destroy identification labels.

STORING YOUR CHROMEBOOK

Nothing should be placed on top of the Chromebook, when stored. The Chromebook should be charged as needed each day. Chromebooks should never be stored in a vehicle.

Repairing or Replacing Your Chromebook:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with ASD IT.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to Google Drive so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

Please report all Chromebook problems to your teacher.

If a Chromebook becomes defective (at no fault of the student) ASD will replace the Chromebook.

LOST, STOLEN OR INTENTIONALLY DAMAGED DEVICE AND ACCESSORIES

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property.

Chromebook Technical Support

The IT Student Service Desk will be the first point of contact for repair of the Chromebooks. Services provided by the IT Student Service Desk include:

- Password Identification
- User account support
- Coordination of repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Internet Safety

For details on Internet Safety and Privacy, refer to the [ASD website](#).