

Chromebook Student Handbook

Getting Started

Connect to a wifi Network at Home

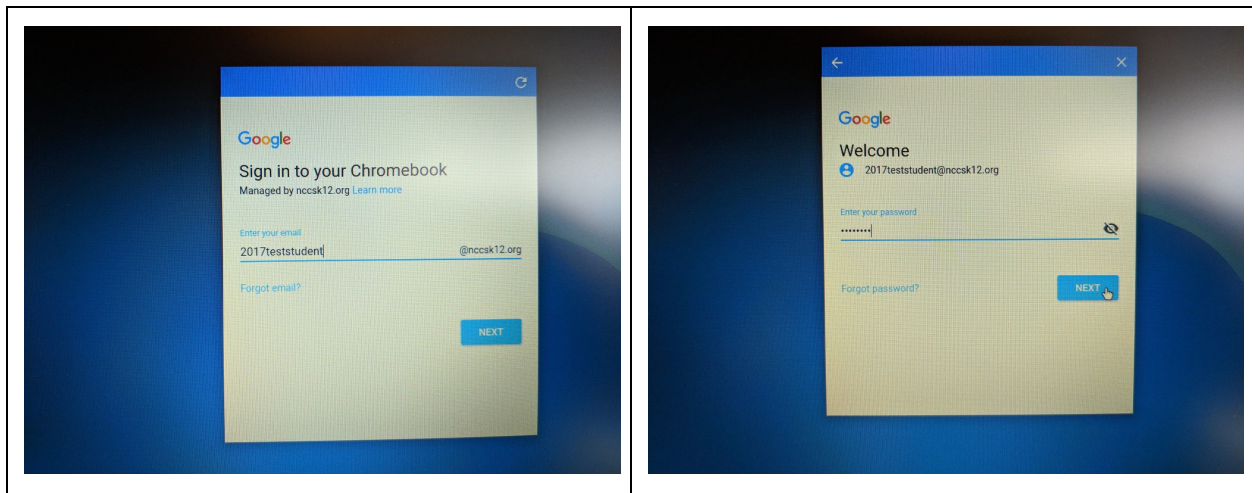
1. Click the network icon in the bottom right hand corner
2. Select “No Network” from the menu
3. Select your Home Wireless Network from the list
4. You will be prompted to enter your Home Network Security Key (if you have one in place)

Your Chromebook is already connecting to the school’s wifi network.

Logging in to your Chromebook

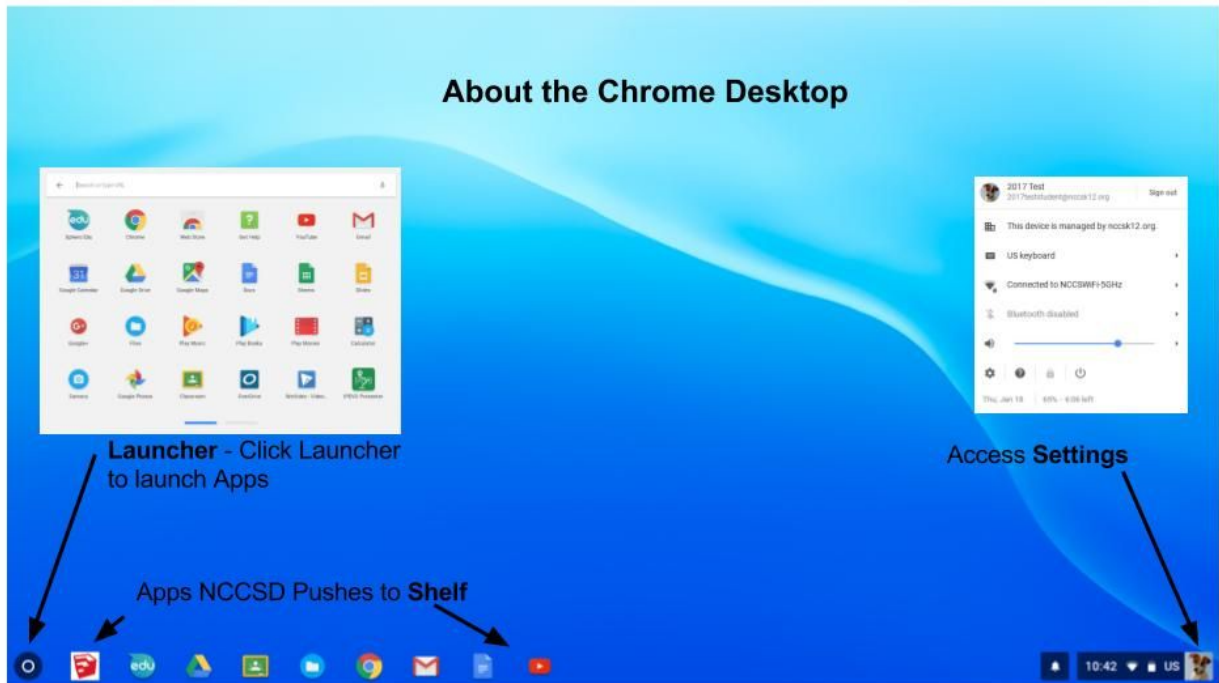
To log into chromebook, you will use your **nccsk12.org** account and district password.

1. Enter your username@nccsk12.org, then click “Next”
2. Enter your district password, then click “Next”



Chromebook Student Handbook

Navigating the Chromebook



- To Logout of Chromebook, Click **Settings** then “**Sign Out**”
- Apps NCCSD Pushes to Shelf
 - Sketchup for Schools
 - Spero EDU
 - Google Drive
 - Google Classroom
 - Docs
 - Youtube
- Other Apps
 - Files
 - Chrome
 - Gmail

Printing

From Home

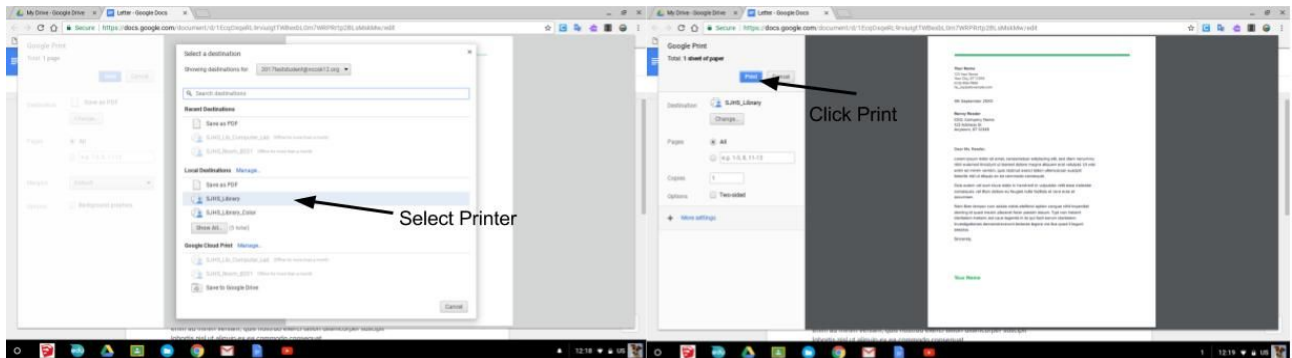
- In order to print from home, your printer must be Cloud-Print enabled. Click the following link for setup information: <https://www.google.com/cloudprint/learn/printers/>

From School

- You will have access to the following printers at the Junior High School
 - SJHS_Library
 - SJHS_Library_Color

Chromebook Student Handbook

- Follow these steps to print from your Chromebook
 - From the menu bar select **File>Print** or use keyboard shortcut **Ctrl + P**
 - Under Destination, choose **Change**.
 - Select the Printer
 - Modify any setting, ie Pages, Copies, etc
 - Click **Print**



Tips and Tricks

Keyboard Shortcuts

- Take a Screenshot - Ctrl + Switch Window
- Take a Snapshot of your Desktop- Ctrl + Shift + Switch Windows
 - drag cursor over what you want to capture
- Print - Ctrl +P
- Sign Out of Chromebook - Ctrl + Shift + Q (do this key combo twice)
- Search - Hit the Magnifying Glass
 - type in what you want to search
- See all Open Windows - Swipe up or down the trackpad with three open fingers
 - all your open windows will show

Caring for Chromebook

Care of Device at Home

- Keep your power supply at home
- Be sure to charge your chromebook fully each night
- Chromebook should be used on a desk or table
- Keep Chromebook away from:
 - Food/Drinks
 - Excessive heat/cold
- Do not leave Chromebook in a vehicle
- Use both hands when opening the chromebook

Chromebook Student Handbook

- Never transport a Chromebook with the lid open. Close chromebook when going from class to class
- Use a microfiber cloth to clean the screen of chromebook

Rules and Regulations

General Rules for using your Chromebook

- Chromebooks are district property, all users must follow District and School Policies regarding technology devices
- Chromebooks are only to be used for school-related work
- The district has the right to confiscate, access, or inspect your chromebook at any time.
- Inappropriate use may result in restricted access, confiscation of the chromebook, and/or disciplinary action.
- Students are responsible for coming to school with the chromebook fully charged
 - A limited supply of chargers and chromebooks will be available for sign-out in the Library (first-come first-served basis) and must be returned at the end of the day
 - A limited number of chargers will also be available for use during homeroom
- Students are specifically prohibited from changing their Chromebook's configuration in an attempt to bypass the Internet filter.
- Do not share your User ID or Password with others
- Do not add any stickers to your chromebook
- Do not remove stickers/tags the district has put on your chromebook. If your stickers/tags come off, please create a Helpdesk service ticket
- If your Chromebook is stolen, you will need to file an official police report.

Technical Support

1. To report a problem with your Chromebook, please create a Helpdesk service ticket by logging into the following website:
 - <https://nccshelpdesk.ncolonie.org>
2. Use your normal network username (without the nccsk12.org) and password.

Loss or theft of your Chromebook

- Please report the loss or theft of your Chromebook to your hall principal immediately. If your Chromebook is stolen, you will also need to file an official police report.
- Unless you have purchased NCCSD Chromebook Care Protection coverage, you will be responsible for replacing a lost/stolen device.

Technology Disciplinary Actions

Most tech-related behavior violations are equivalent to "traditional" classroom violations.

Chromebook Student Handbook

- 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 accessories is equivalent to vandalism or property damage.