Student Chromebook Handbook

Tokay High School

Welcome!

Lodi Unified School District recognizes that the world around us is ever-changing and understands the increasing importance of preparing students to succeed in a technologically advancing society. Our goal is to provide our students with a digitally incorporated learning environment that extends beyond the traditional walls of a classroom and to:

- Provide students with opportunities to access digital resources at any time;
- Allow students to communicate with peers, teachers, and appropriate resources beyond the classroom in support of learning;
- Encourage and empower students to share, collaborate and create, to think and solve problems, and become self-directed;
- Promote proficient and safe use of digital information, media, and technology;
- Provide access to the most recent and relevant information.

Care for your Chromebook!

It is the student's responsibility to care for their device, keep it clean, in working order, and bring it to school daily.

General Care:

- Charge device nightly to ensure good battery life.
- Leave asset tags displayed; do not tamper with or remove.
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth if needed.
- Report any damage to the device as soon as possible. (This means no later than the next school day.)
- Restart devices daily to ensure they receive important updates from Google.

- Check the device in with the designated school staff member prior to transferring sites, or leaving the district.
- Do not eat or drink near the device.

Best Practices:

- Develop a routine when charging the Chromebook, such as placing the student's backpack near the Chromebook to prevent forgetting the device at home.
- Store documents/files in Google Drive. *See the notes on creating a permanent folder on your Chromebook.*
    - Notify the teacher as soon as possible if you accidently delete files from Google Drive. Only files deleted from Google Drive within the past 25 days can be recovered. Files stored on the Chromebook cannot be recovered.
- Shutdown the Chromebook when not in use. Closing the lid does not turn off the Chromebook and will cause the battery to drain faster.
- Keep the District Google Account password private, do not write down the password.
- Be careful when downloading apps, themes and extensions. Some apps, themes and extensions may seem harmless, but can create problems with other district websites and apps.
- Do not place heavy objects, elbows or lean on the lid of the Chromebook – the screen will crack.
- ϖ Store the device on a desk or table - never on the floor or top of cloth items, such as pillows, couch or bedspread!
- Leave the power cord/charger at home. ϖ Protect the device from:
    - Extreme heat or cold
    - Food and drinks
    - Other liquid or cleaning substances, like Windex
    - Small children or pets.

Chromebook Care Plan

The Chromebook Care Plan is available as an optional coverage to protect LUSD families from accumulating financial responsibilities due to accidental damage or theft (see definitions below) of school-issued Chromebooks.

Care Plan Duration

- Coverage begins the first day of a given school year to the beginning of the following school year based on the board adopted school year calendar. For graduating seniors and non-returning students, the coverage duration ends on the last day of school.
- Coverage plans purchased at any time between those dates will terminate at the beginning of the next school year based on the board adopted school year calendar.
- Students who are issued new devices at the beginning of the regular school year may obtain coverage until the end of the 3rd week of school based on the board adopted calendar without having the device inspected.
- To obtain coverage after this period requires the device and charger to be inspected by site designated staff or a LUSD Technology Department staff member. If devices are not issued during the first 2 weeks of school the grace period may be extended at the discretion of the site administration for up to 5 days after device distribution.
- Cost Coverage costs $25 per duration (see above), minus any prior year incentives (see below). Minimum of $10 after applied incentives. Policies purchased mid-year will not be prorated.
- Refunds There will not be any refunds. If a student drops from the school, and then returns later in the school year, the policy will still be in effect until the expiration date of the original policy.

Deductibles (per duration)

• First covered repair/incident - $0 deductible – Level 1

• Second covered repair/incident - $10 deductible – Level 2

• Third covered/incident - $20 deductible – Level 3

• Fourth covered repair/incident - $30 deductible – Level 4

• After 4 repairs/replacements, the policy is exhausted and voided for the remainder of the present school year and the parent/guardian is responsible for all damage to the device. Incentives

• Students who file no claims during the duration of the plan and maintain their device in good condition (fully functional and no significant cosmetic damage – as determined by site staff) will receive a $5 discount on the next duration of coverage and each subsequent year, up to 4 years.

• Discounts only apply to students who have purchased coverage during the previous duration(s).

2019-20 Repair Costs

Repair Description	Price*
Keyboard/Mouse Replacement	$50
Casing/Housing Replacement	$50
Gumdrop Protective Case	$20
Screen Replacement	$100
Power Adapter Replacement	$30
Chromebook Full Replacement	$210
Touch Chromebook Full Replacement	$280

Using Your Chromebook

Your chromebook is an Internet-enabled device. It works best when an Internet connection via WIFI is available. At school, your chromebook will automatically connect to the LUSD network. Outside of school

(home, public library, or public WIFI access point), you will need to connect your device manually. To do so, follow these steps:

1. At the bottom right, select the time.
2. Select Not Connected .
   Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on Wi-Fi.
4. Your Chromebook will automatically look for available networks and show them to you in a list.

Connect to an open network

Select the Wi-Fi network .
Remember, your information might be visible to other people on this network.

Connect to a secure network

1. Select the secure Wi-Fi network .
2. Type the network password.
3. Select Connect.

Even if you're not connected to the Internet, you can still do lots of things with your Chromebook.

Notes: Some offline apps and services won't work in Incognito or guest mode.

Take notes

You can take notes offline using Google Keep. First, if you've already taken notes, you'll need to save them so you can read and edit offline:

1. Make sure your Chromebook is connected to the Internet.

2. In the corner of your screen, click the Launcher ◯ ❯ Up arrow ⌃ .
3. Open the Google Keep app 📝 .
4. Wait for a few minutes. Your Chromebook will automatically save your notes so you can see them offline.

After your Chromebook saves your notes, you can edit them or write new notes offline. Any changes you make will show up in Google Keep the next time you're online.

Other tasks you can do offline

- View, create, and edit documents, spreadsheets, or slides using Google Drive △ .
- View and edit photos with the Chromebook's built-in photo editor.
- Read web pages: Right-click the page, select Save as, then save the page as an HTML file. You can also use an app from the Chrome Web Store, like Pocket.
- Find more apps that work offline: Open the Chrome Web Store, select Apps, then check the box for Runs Offline.
- For guides on how to use these functions, visit: https://support.google.com/chromebook

Printing

You can print from your chromebook to designated printers on campus by selecting the print option from the File menu. It is also possible to print at home using your own printer, provided the printer is directly connected to the chromebook via a USB cable.

Open, save, or delete files

You can open and save many types of files on your Chromebook, like documents, PDFs, images, and media. Learn which types of files are supported on your Chromebook.

Your Chromebook's hard drive has limited space, so your Chromebook will sometimes delete downloaded files to free up space. Learn how to store your downloads.

Find and open a file

1. In the corner of your screen, select the Launcher ○ 〉 Up arrow ^ .
2. Open Files ▣ .
3. On the left, choose where your file is saved.
    - For files you've just used, select Recent.
    - For a list of files by type, select Image, Video, or Audio.
    - For Android app files, select My files 〉 Play files. To show more folders, in the top right, select More ⋮ 〉 Show all Play folders.
4. Find your file and double-click it to open.

If you're opening a file on an external storage device, remove the device safely when you're done by clicking Eject ⏏ .

Save a file

To save the page, image, or document you're viewing:

1. Press Ctrl + s.
2. At the bottom, enter a name for your file.
3. Optional: To the left of the file name, change the file type.
4. In the left column, choose where you'd like to save your file, such as Google Drive 〉 My Drive.
5. Select Save.

Note: If you're using your Chromebook at school or work, you can save files in your Team Drives folder. Select Google Drive 〉 Team Drives.

Delete a file

1. In the corner of your screen, select the Launcher ○ › Up arrow ^ .
2. Open Files 📁.
3. Select the file or folder you want to delete. Note: You can delete files in the Downloads folder, but [deleting a file from your Downloads folder is permanent](#).
4. Select Delete 🗑 › Delete.

Note: Files in the Recent, Images, Videos, and Audio folders are viewable only and can't be deleted directly in those folders.

Keep your downloaded files from being deleted

To save a file, make sure to put it in a permanent folder. Any file in the Downloads folder could get deleted if your Chromebook runs out of space.

Move downloads to a permanent folder

To keep your files long term, you can move them from the Downloads folder into a permanent folder.

1. In the corner of your screen, click the Launcher ○ › Up arrow ^ .
2. Open Files 📁.
3. On the left, click Downloads.
4. Drag your file to another folder, such as My Drive.

To automatically save files to a permanent folder, [change your default folder](#).

Deleting downloads is permanent

When you delete a file in your Chromebook's Downloads folder, it's permanent — you can't undo it. Make sure you're only deleting files you won't need later.

Accessing School Materials

Most of your important tools for school can be accessed via the Clever Portal. First, make sure you are signed into your Google Account. Open the Chrome browser and visit www.tokay.lodiusd.net. At the top of the page, click on the link for Clever Portal. You can access

- Google Drive
- Google G-mail
- Google Classroom
- Google Docs
- Textbooks
- Pear Deck
- Library databases (Proquest, Britannica, etc.)
- Library card catalog and student accounts (Destiny)

Google Shortcuts

You can use keyboard shortcuts to complete some tasks more quickly. The link to the full list of Chrome shortcuts can be found here (https://support.google.com/chromebook/answer/183101?hl=en) Here are some popular shortcuts:

- Take a screenshot: Press Ctrl + Show windows ⊡ (or Ctrl + F5).
- Take a partial screenshot: Press Shift + Ctrl + Show windows ⊡ (or Shift + Ctrl + F5), then click and drag.
- Take a screenshot (on tablets): Press Power button + Volume down button.
- Turn Caps Lock on or off: Press Search 🔍 + Alt.
- Lock your screen: Press Search 🔍 + L.
- Sign out of your Google Account: Press Shift + Ctrl + q (twice).
- See all keyboard shortcuts: Press Ctrl + Alt + /.

Page up	Search 🔍 + Up arrow ⌃ or Alt + Up arrow ⌃
Page down	Search 🔍 + Down arrow ⌄ or Alt + Down arrow ⌄
Scroll down the web page	Space bar
Go to top of page	Ctrl + Alt + Up arrow ⌃
Go to bottom of page	Ctrl + Alt + Down arrow ⌄
Print your current page	Ctrl + p
Save your current page	Ctrl + s
Reload your current page	Ctrl + r
Reload your current page without using cached content	Shift + Ctrl + r
Zoom in on the page	Ctrl and +
Zoom out on the page	Ctrl and -
Reset zoom level	Ctrl + 0
Stop the loading of your current page	Esc
Right-click a link	Press Alt and click a link
Open the link in a new tab in the background	Press Ctrl and click a link
Save the link as a bookmark	Drag link to bookmarks bar
Save your current webpage as a bookmark	Ctrl + d
Save all open pages in your current window as bookmarks in a new folder	Shift + Ctrl + d
Search the current page	Ctrl + f
Go to the next match for your search	Ctrl + g or Enter
Go to the previous match for your search	Shift + Ctrl + g or Shift + Enter
Perform a Google search	Ctrl + k or Ctrl + e
Show or hide the bookmarks bar	Shift + Ctrl + b
Open the History page	Ctrl + h
Open the Downloads page	Ctrl + j
Delete selected Autofill suggestion when filling out a form	Shift + Alt + Backspace

System & display settings

Open the Files app	Shift + Alt + m
Preview a file in the Files app	Select the file, then press Space
Open the status area (where the time appears)	Shift + Alt + s
Click icons 1-8 on your shelf	Alt + 1 through Alt + 8
Click the last icon on your shelf	Alt + 9
Use F keys (F1 to F12)	Search 🔍 + 1 through Search 🔍 + =
See your notifications	Shift + Alt + n
Change screen resolution	Shift + Ctrl and + or -
Reset screen resolution to default	Shift + Ctrl + 0
Rotate screen 90 degrees	Shift + Ctrl + Rotate ↻

Text editing

Turn Caps Lock on or off	Search 🔍 + Alt
Select everything on the page	Ctrl + a
Go to end of document	Search 🔍 + Ctrl + Right arrow ›
Go to beginning of document	Search 🔍 + Ctrl + Left arrow ‹
Copy selected content to the clipboard	Ctrl + c
Paste content from the clipboard	Ctrl + v
Paste content from the clipboard as plain text	Shift + Ctrl + v
Cut	Ctrl + x
Undo your last action	Ctrl + z
Redo your last action	Shift + Ctrl + z
Switch between the keyboard languages you've set. Learn how to choose your keyboard language.	Shift + Ctrl + Space
Switch to the previous keyboard language you were using. Learn how to choose your keyboard language.	Ctrl + Space

Accessibility

[Learn how to make your Chromebook accessible](#).

Turn ChromeVox (spoken feedback) on or off	Ctrl + Alt + z
Turn on high contrast mode	Search 🔍 + Ctrl + h
Open the highlighted button on your shelf	Shift + Alt + L, then Space or Enter
Remove the highlight from a button on your shelf	Shift + Alt + L, then Esc
Switch focus between: • Status area (where the time appears) • Launcher • Address bar • Bookmarks bar (if visible) • The webpage that's open • Downloads bar (if visible)	Ctrl + Back ← or Ctrl + Forward →
Highlight the bookmarks bar (if shown)	Shift + Alt + b
Highlight the row with the address bar	Shift + Alt + t
Open right-click menu for highlighted item	Search 🔍 + Shift + Increase volume 🔊
Use shortcuts on a braille keyboard	[See braille keyboard shortcuts](#)
Magnify your whole screen	Search 🔍 + Ctrl + m
Magnify part of your screen	Search 🔍 + Ctrl + d

Information Literacy

Information literacy includes the ability to identify, find, evaluate, and use information effectively. From effective search strategies to evaluation techniques, students learn how to evaluate the quality, credibility, and validity of websites, and give proper credit. Information literacy has also been referred to as digital literacy or media literacy. Regardless of the terminology, be it digital literacy or media literacy, having information literacy skills are the fundamentals to thrive in a digital space.

While using the Google search engine can seem the quickest way to find information, it is usually not the most appropriate for academic work. Library databases offer credible, authoritative, academic articles most suitable for school research. Save yourself time and energy from sifting through millions of Google hits: start with a database. For more information on database use, see your school librarians.

Digital Citizenship

"With great power comes great responsibility," Peter Parker/Spiderman. When using Internet-enabled devices, participating in social media, or collaborating with peers online, students must demonstrate a level of responsibility. The International Society for Technology in Education (ISTE) outlines 7 main themes to be a model digital citizen. They are:

- Be an empowered learner. Use technology to take an active role in choosing, achieving, and demonstrating your personal learning goals.
- Be a digital citizen. Recognize the rights, responsibilities, and opportunities of living, learning, and working in an

interconnected world, acting and modeling safe, legal, and ethical practices.

- Be a knowledge constructor. Use a variety of digital tools to construct knowledge, produce creative artifacts, and make meaningful learning experiences for yourself and others.
- Be an innovative designer. Use a variety of technologies to identify and solve problems by creating new, useful, and imaginative solutions.
- Be a computational thinker. Develop and employ strategies for understanding and solving problems in ways that use technological methods to develop and test solutions.
- Be a creative communicator. Communicate clearly and creatively for a variety of purposes using the platforms, tools, styles, formats, and media appropriate for your goals.
- Be a global communicator. Use digital tools to broaden your perspectives and enrich your learning by collaborating with others and working effectively in teams locally and globally.