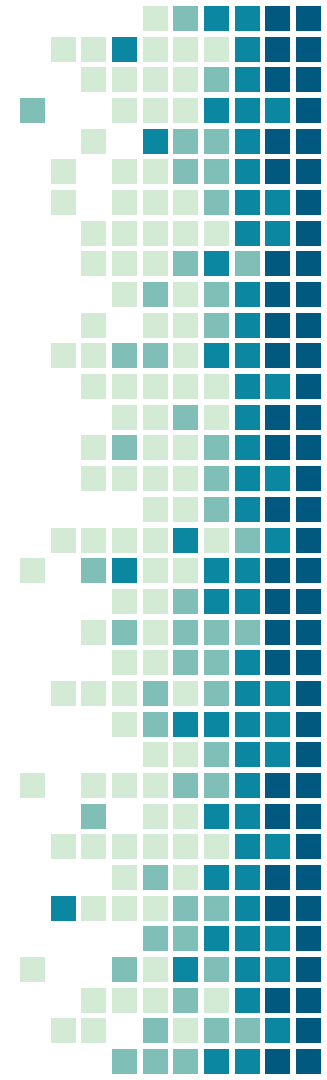# Student Chromebook Orientation

Important Chromebook Info 1/4

The complete Middle Country Central School District Chromebook Procedure and Information Handbook, and relevant district policies can be found on the district website.
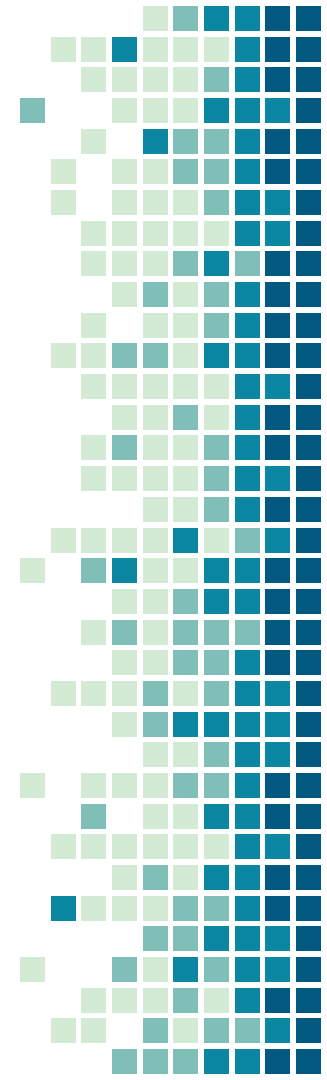
http://www.mccsd.net/chromebooks

The following slides highlight important information.
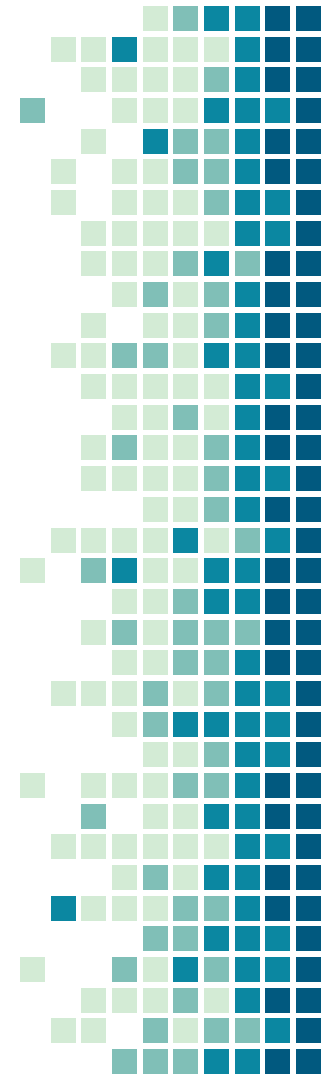
Important Chromebook Info 2/4

- The Chromebook is provided for educational use.
- The school district retains ownership of the Chromebook and peripherals and is loaning them to the student.
- The school district owns the staff and student Middle Country G Suite (MCCSD) accounts.
- The district can access a student's account IF there is a school-related issue or a technical problem.
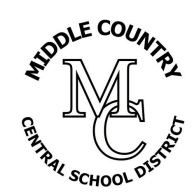
Important Chromebook Info 3/4

- The school district has the right to inspect any provided computer or other electronic device and the contents contained therein on demand with or without notice to the user.
- Remote monitoring of computers on the network will occur at each school and teachers can see what you're doing.
- The district can only monitor what is displayed on the screen, or websites that are visited by users. We cannot remotely access the camera on each Chromebook.

Important Chromebook Info 4/4

- Students agree to transport their Chromebook in the school supplied carrying case.
- Students will bring their Chromebook, fully charged, with them to school each day.
- Students will follow the Code of Conduct and all policies outlined in the Chromebook Procedure and Info Handbook.
- Use technology with responsibility, integrity, and for educational purposes.
- Do not share usernames and passwords.
- Respect the rights, privacy, property, and work of all users.
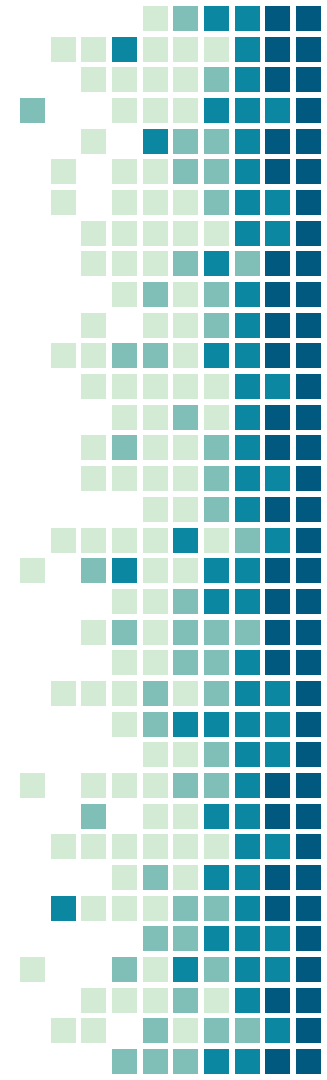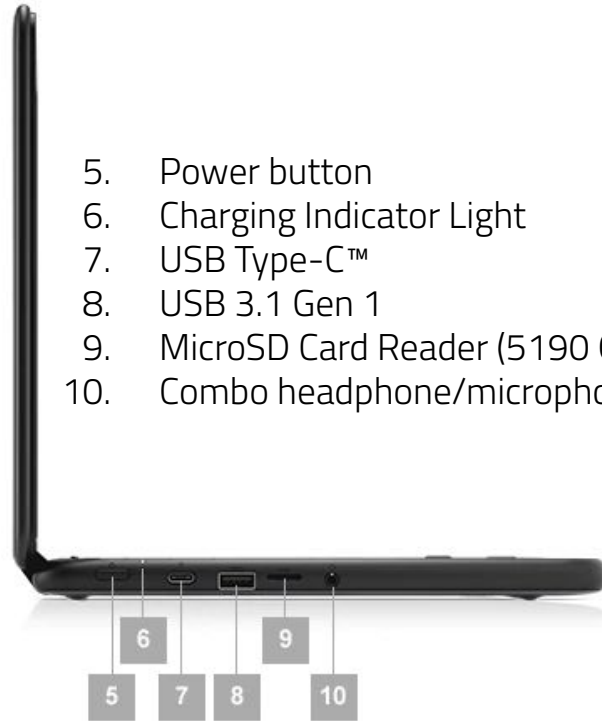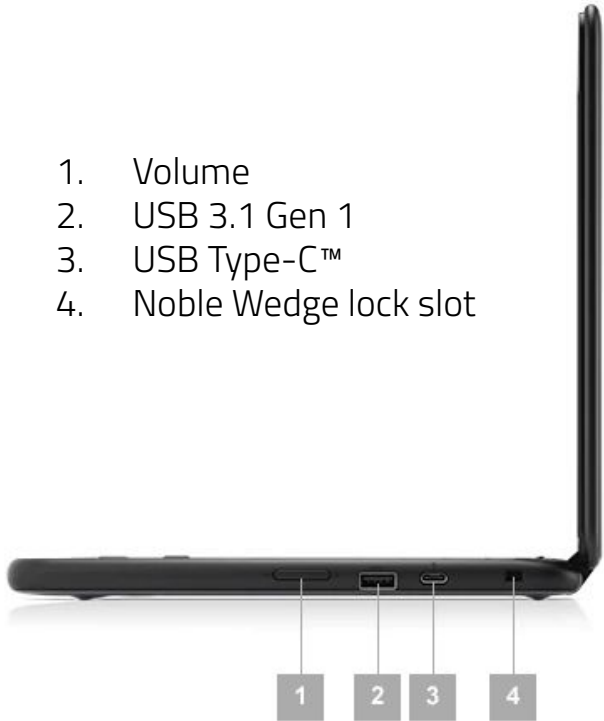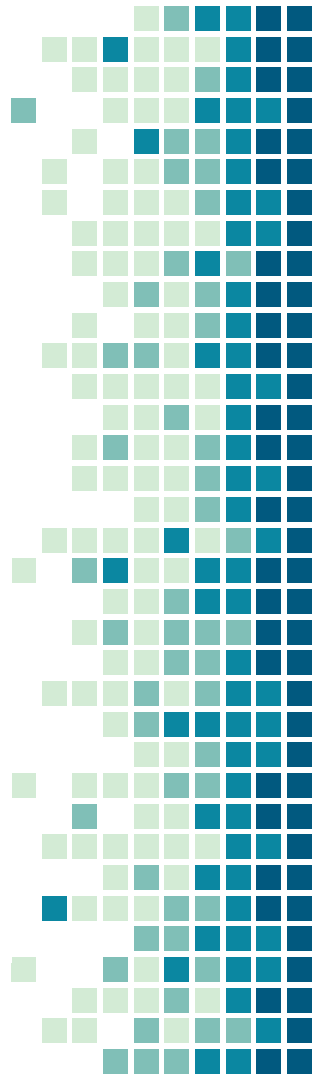
About the Dell Chromebook 3100/5190

- At least 10 hours of battery life
- 2.82 pounds
- 11.6" HD 1366 x 768 WVA 16:9 Touch with Corning® Gorilla® Glass
- 720p HD camera
- stereo speakers, integrated microphone

- 2 USB 3.1 Type-C™
- 2 USB 3.1 Gen 1
- 1 headphone/microphone combo
- Intel® Dual Band Wireless AC 7265 (802.11ac) 2x2 + Bluetooth 4.2

About the Dell Chromebook 3100/5190

1. Volume
2. USB 3.1 Gen 1
3. USB Type-C™
4. Noble Wedge lock slot

5. Power button
6. Charging Indicator Light
7. USB Type-C™
8. USB 3.1 Gen 1
9. MicroSD Card Reader (5190 Only)
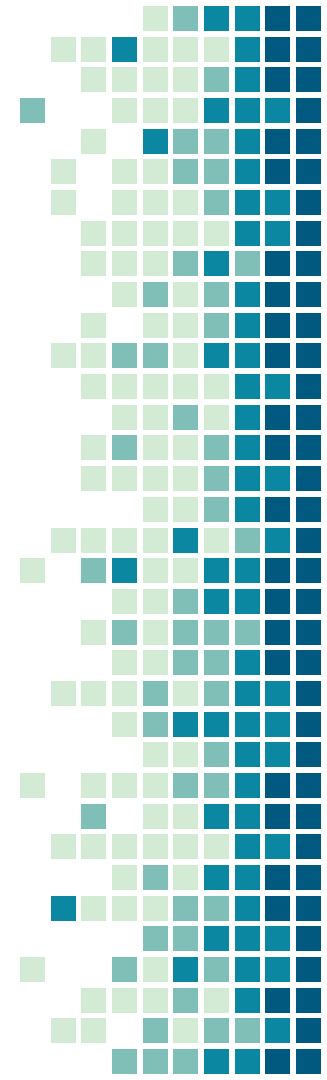10. Combo headphone/microphone jack
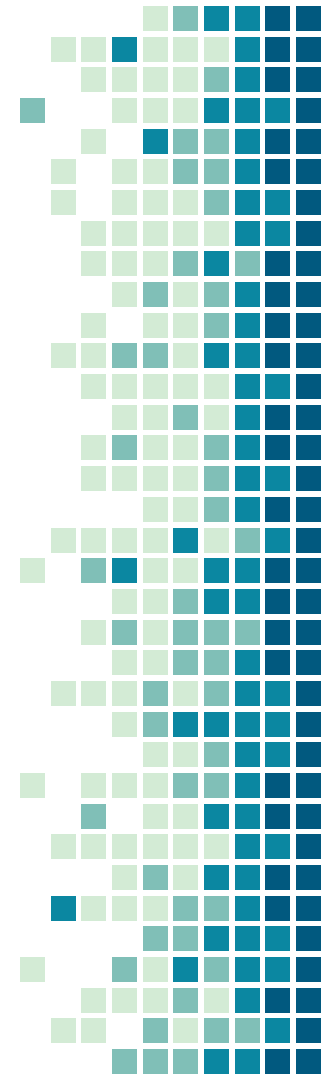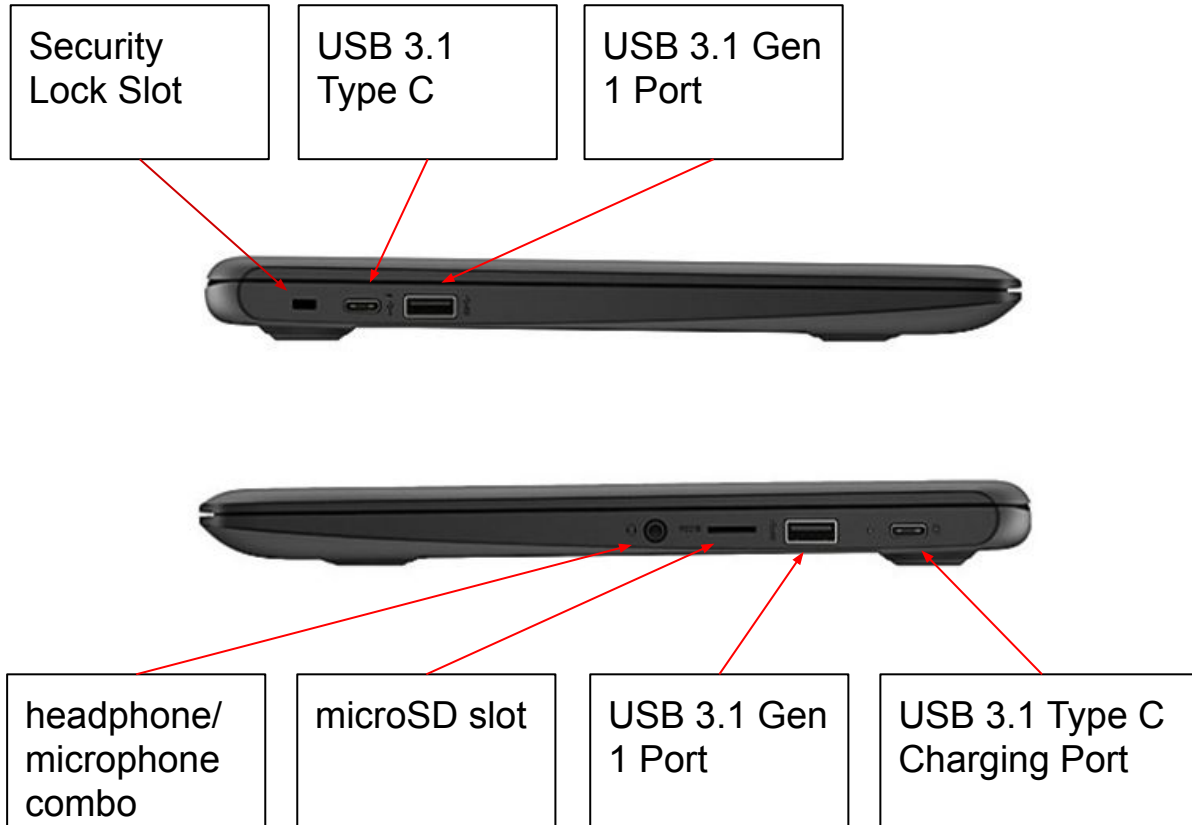
About the HP Chromebook 11 G6 Education Edition

- Up to 11 hours of battery life
- 2.27 pounds
- 11.6" diagonal HD touch display
- 720p HD camera

- 2 USB 3.1 Type-C™
- 2 USB 3.1 Gen 1 (HP Sleep and Charge)
- 1 headphone/microphone combo
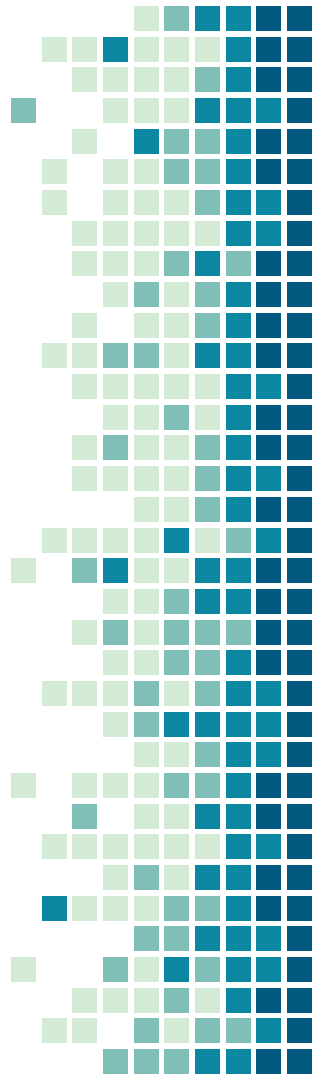- Intel® Dual Band Wireless-AC 7265 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 4.2
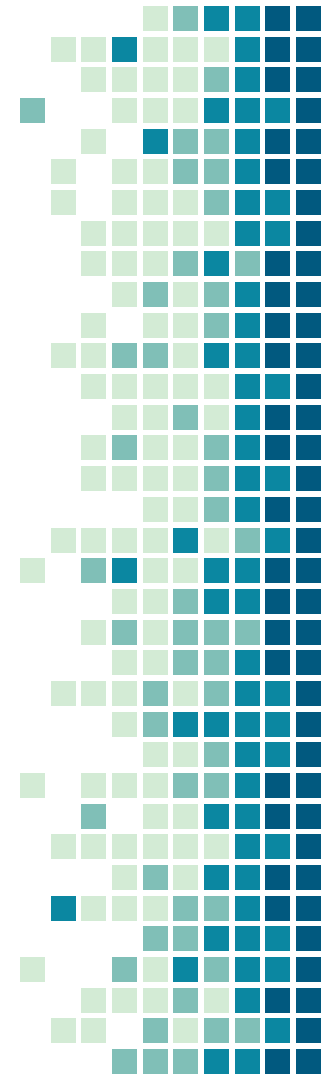
About the HP Chromebook 11 G6

Security Lock Slot

USB 3.1 Type C

USB 3.1 Gen 1 Port

headphone/ microphone combo

microSD slot

USB 3.1 Gen 1 Port

USB 3.1 Type C Charging Port

Chromebook Basics

Turning on the Chromebook
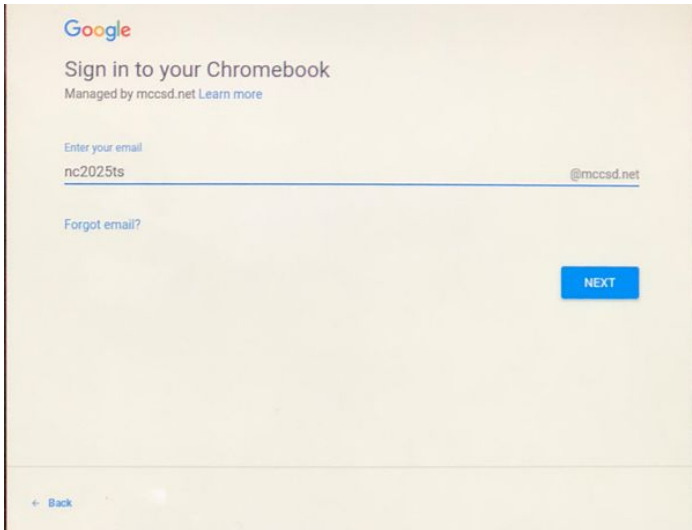
- If charged, just opening the lid of the Chromebook will turn it on
- You can also press the power button at the top of the keyboard
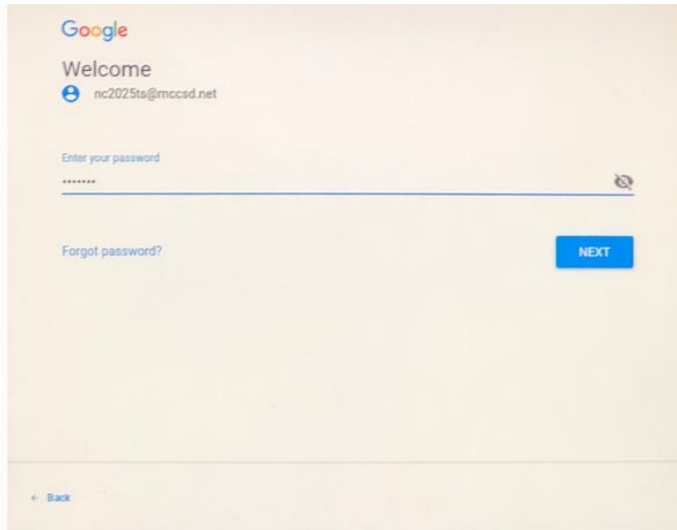
Power Button

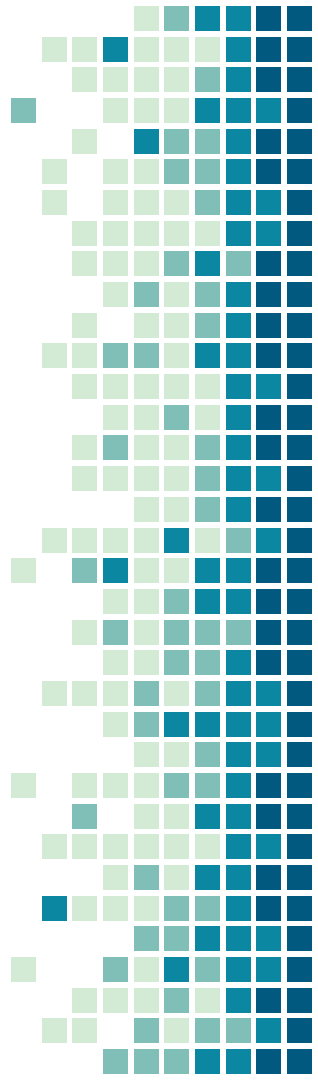# Login to the Chromebook

When you open your Chromebook, you should be prompted to login to your **@mccsd.net** account.
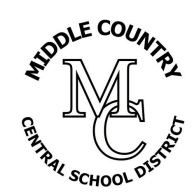

Enter your login name and then click next.

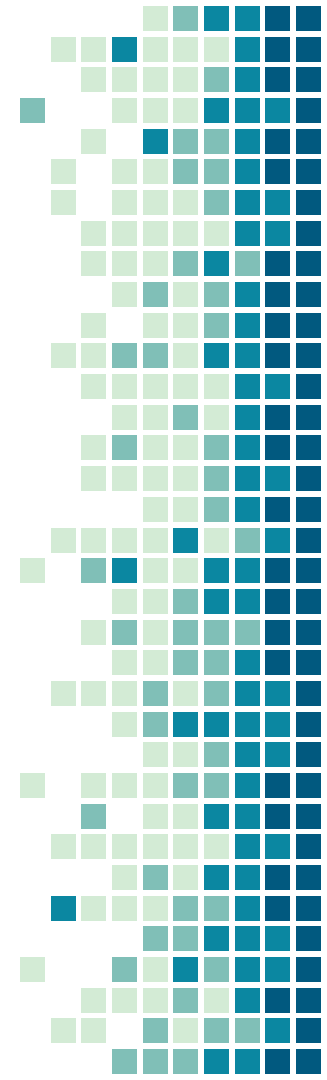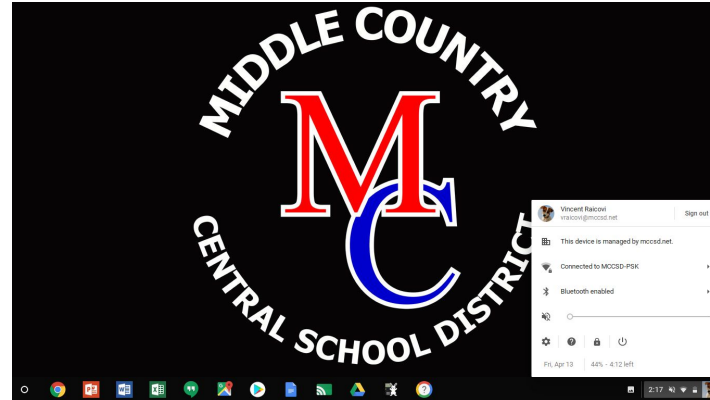Enter your password and then click next.

Accessing Apps and Settings

In the bottom left you can access basic icons:

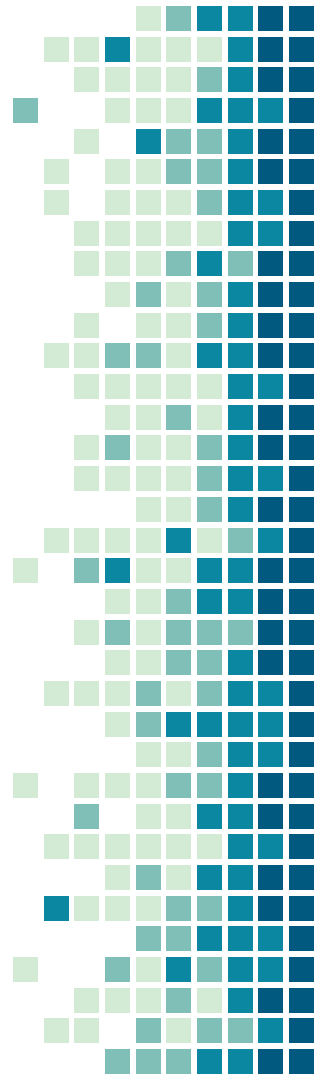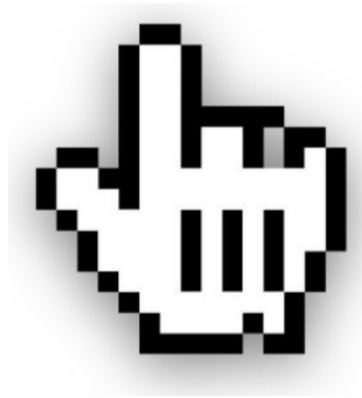- Access your drive
- Chrome Browser

In the lower right, you can access settings including wireless networks – so you can connect to the internet at home:

Using the Touchpad

- Click anywhere on the Touchpad by pressing down with one finger
- Right-click by pressing down with two fingers
- Scroll by dragging two fingers up or down the Touchpad

Using the Keyboard

The top row of keys have special functions:

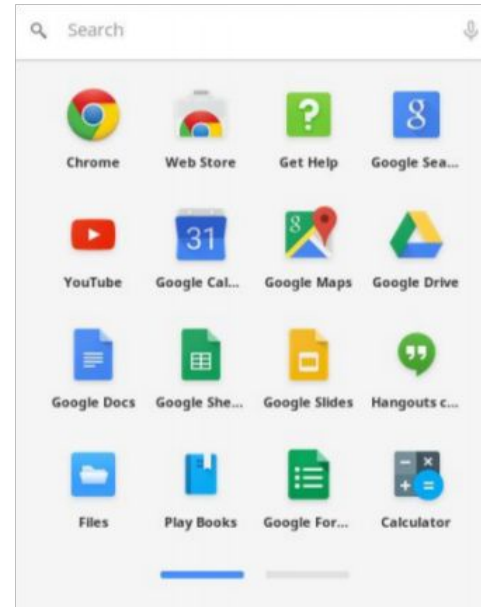|	
←	Go to the previous page in your browser history (F1)
→	Go to the next page in your browser history (F2)
C	Reload your current page (F3)
⊡	Enter Immersive mode, which hides the tabs and launcher (F4)
⬚	Enter Overview mode, which shows all windows (F5)
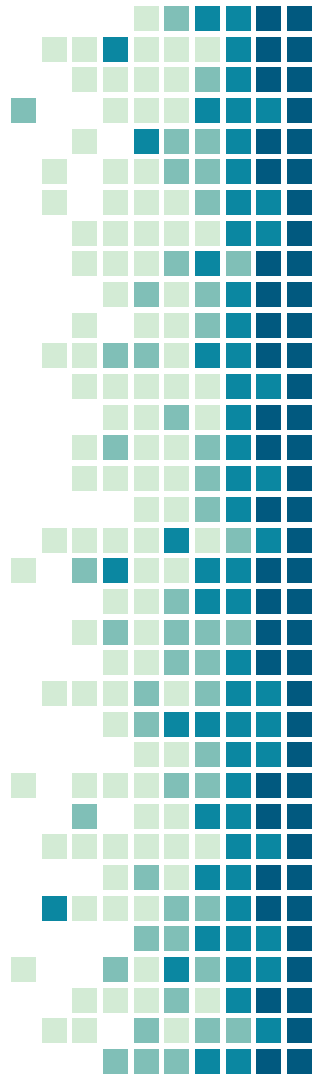
Using the Keyboard

Use the "Search" key to open a list of applications, as well as search the internet

Turning off the Chromebook

- When you're finished using the Chromebook, you can just close the screen to put it to sleep.
- Use your carrying case to keep the Chromebook protected. **There should be no reason to remove the Chromebook from the case.**
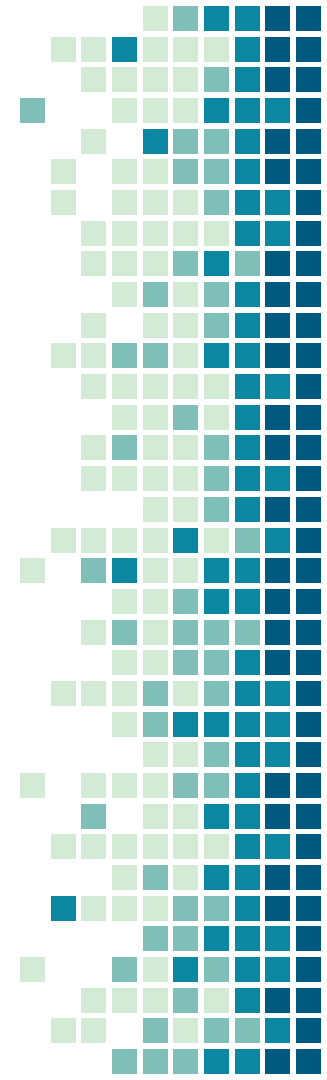
Using the Chromebook Away from School

If you're connected to WiFi:

- When you login to the Chromebook away from school, you will still be filtered by the district's web filter.
- You will have the same web permissions as you do at school.

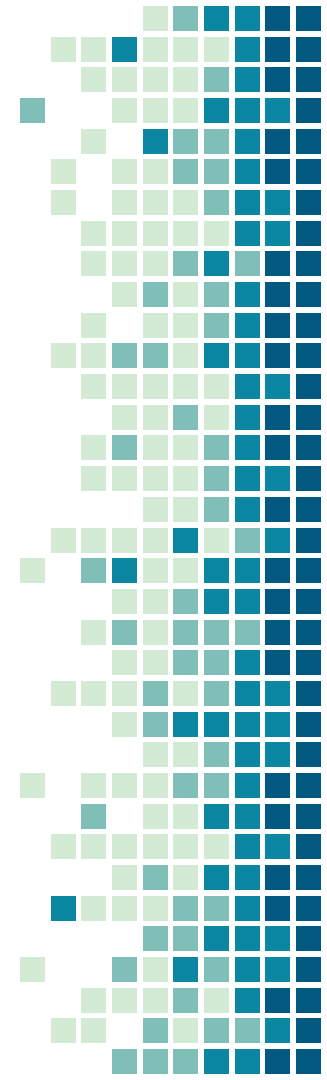**If you're not connected to WiFi:**

- A copy of your files should be on the Chromebook from the last time you were on WiFi. You can work on your files and they will sync to Google the next time you connect to the internet.
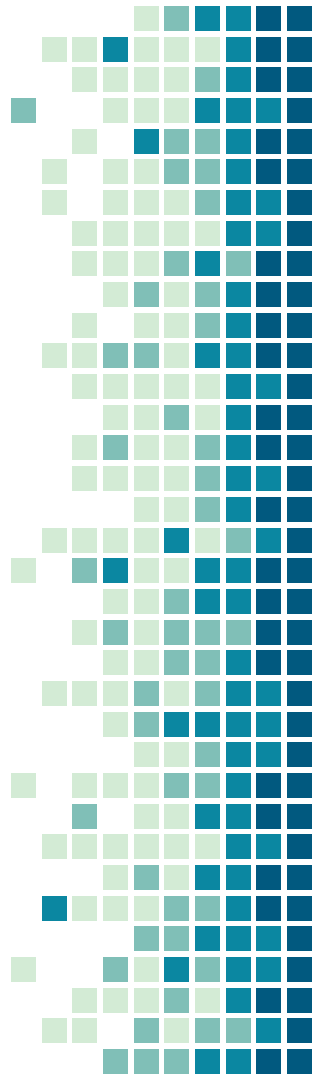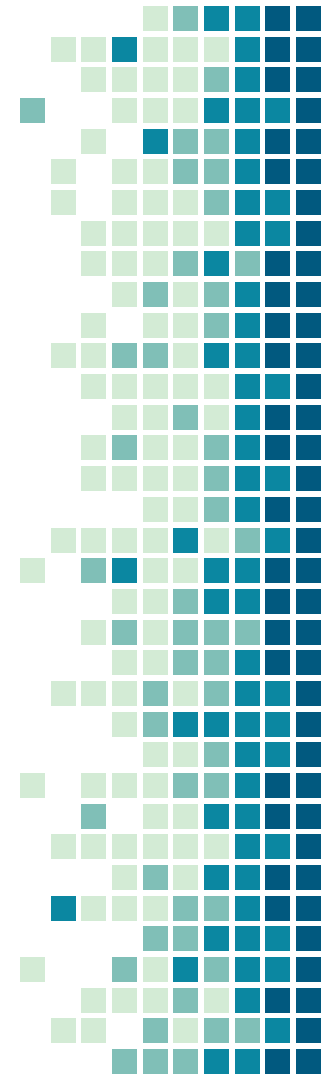
Getting Help and the Chrome Depot

- If you are experiencing issues with your Chromebook, always let your teacher know first.

- If your teacher can't help, the library TA will swap out your device out in the library Chrome Depot so that you can continue with class activities for the day until your Chromebook can be looked at by the Computer Center.
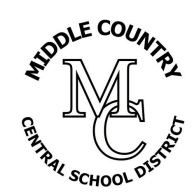
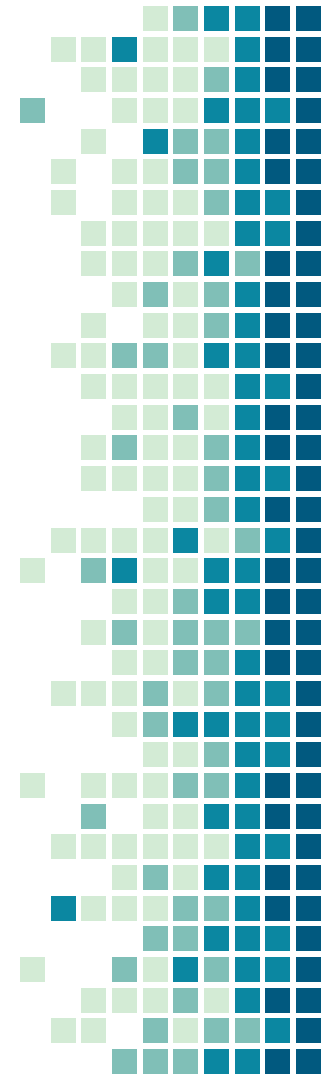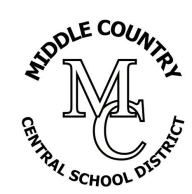# Care and Feeding Guidelines
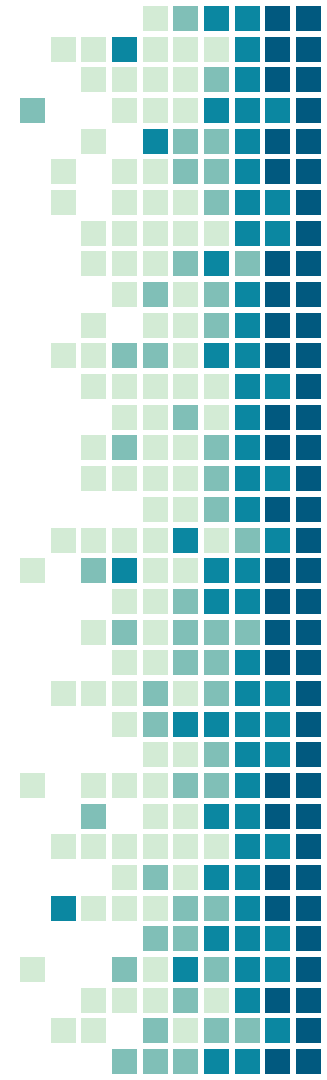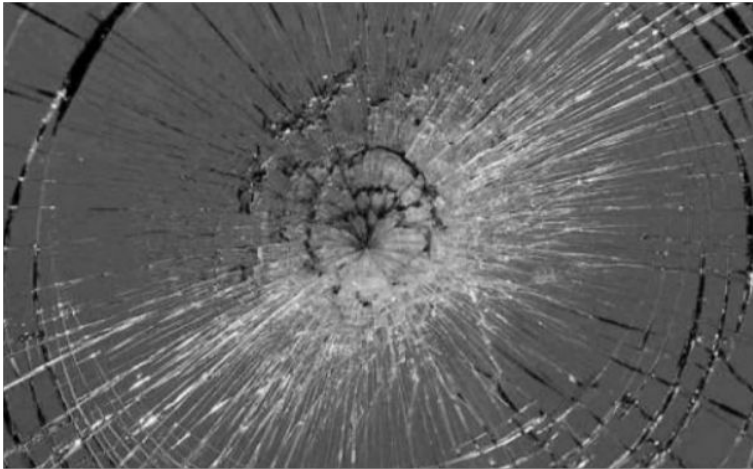
Lift from the Bottom, NOT by the Screen

When picking up the Chromebook,
ONLY lift it from the bottom,
NEVER by
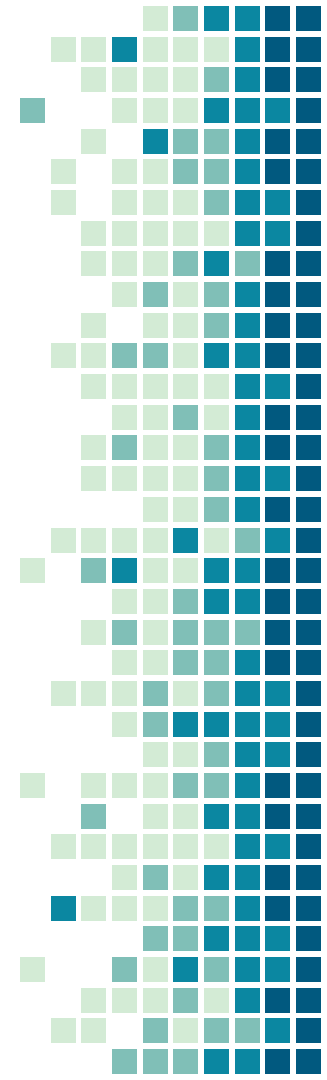the screen!

Close the Screen Carefully

Close the screen gently and carefully!

Keep Food and Drinks Away

Chromebooks do not like snacks or drinks!

Close the Screen Carefully

Before closing the screen, check for pencils or other objects

Cleaning the Screen

LCD screens accumulate smudges and scratches all the time, especially touchscreens. To clean these, choose a non-abrasive cloth or towel. Shut the computer off and disconnect the power cable. Wipe the LCD screen gently with a soft dry cloth.

If any marks remain, moisten the cloth with LCD cleaner, and then gently stroke the cloth across the display in one direction, moving from the top of the display to the bottom.

- **Plastic and glass cleaners containing ammonia may leave a glare-causing film, so use a computer monitor specific cleaner from a computer store.**
- **Spray the cleaner onto the cloth, and then wipe the screen with it.**
- **Never spray or pour any liquid directly on the LCD panel.**

Be sure the LCD screen is dry before closing it or using the computer.

Initially, the Computer Center will be distributing some cleaning cloths and spray to each 1:1 classroom and each Chrome Depot.
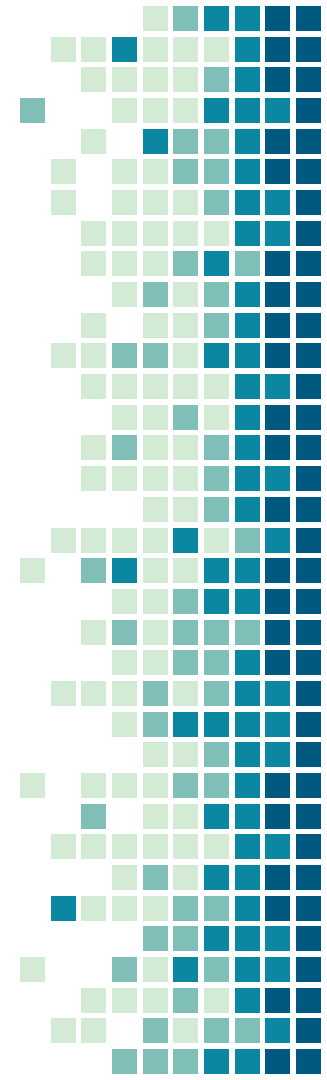
The Chromebook Case

Your Chromebook should never be removed from the carrying case. Not only does it protect the Chromebook, it makes it easier to carry the Chromebook between classes.
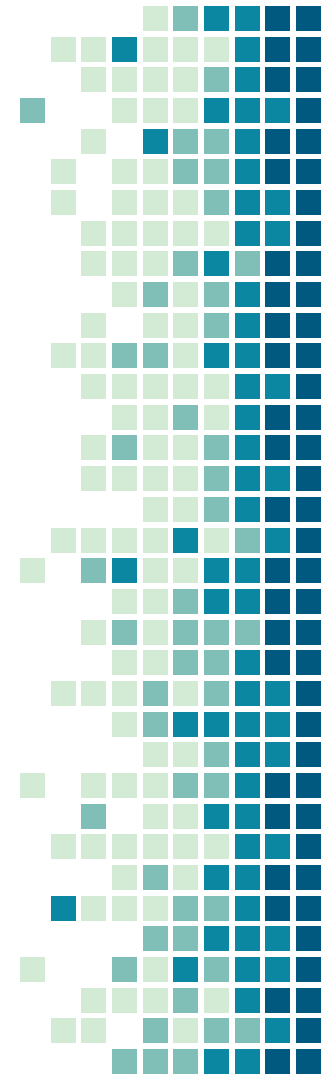
Charging the Chromebook

Bring your power adapter home and leave it there. You will not need to bring it back to school until you are asked to.

You should charge the Chromebook every night at home so that you are ready to go for the next day.

Create, Collaborate, & Communicate

If you have Chromebook questions or technical issues, please see your teacher.