

The Center for Student
Learning Charter School
at Pennsbury
CHROMEBOOK GUIDE



1. What is a Chromebook?

- A Chromebook is a personal computer using the Google Chrome OS operating system. Chromebooks are designed to be used while connected to the Internet and support cloud-based applications.
- Files are stored in the cloud and saved automatically.
- Each student can access all of the Google Workspace for Education applications by logging into the Chromebook with a CSL Username and Password.
 - Username = firstinitiallastname#@cslcharter.org
- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome OS, operating system.
 - You must shut down your Chromebook in order for updates to occur, on restart.
 - Additional functionality and improvements to the Chrome OS will continue to occur through automatic updates.
- Chromebooks have built-in virus protection.
 - There is no need to download and install virus protection software as it is built into the Chrome Operating System and automatically updates the latest security patches.

2. Receiving Your Chromebook

- Technology Device Fee: There is no fee for a CSL student to have a Chromebook for use at home. Fees can occur if there is accidental or intentional damage. See below (Section #5).
- Chromebooks will be distributed by the CSL administration or appropriate staff member.
- Each parent/guardian must sign a Chromebook agreement BEFORE a Chromebook will be issued to the student.

3. Student Chromebook Responsibilities

- Adhere to these guidelines and CSL's Student Code of Conduct each time the device is used at home and school.
- Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech.
- Cyber-bullying, including use of generative artificial intelligence, personal attacks or threats toward anyone made while using either District owned or personally owned technology, is to be reported to responsible school personnel.
- Respect the Internet filtering and security measures included on the Chromebook.
 - All Chromebooks are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
 - Internet filtering will be more restrictive on the school network.
- During the instructional day at school or at home if you are participating in CSL Online, **only use technology for school-related purposes.**
- Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.

4. Caring for Your Chromebook

General

- Chromebooks should not have food or drink placed near them.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not have heavy objects placed on them.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.

Screen Care

- Chromebooks should not be carried by the screen.
- Chromebooks should not have pressure placed on the top when it is closed.
- Chromebooks should not be stored with the screen open.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Consequences

- Students who use Chromebooks to interact inappropriately or purposefully damage a Chromebook will be subject to the procedures of the Student Code of Conduct Policy.

5. Device Coverage & Repairs

- Students should never disassemble Chromebooks and attempt their own repairs.
- Do not take CSL Chromebooks to an outside computer service for any type of repairs or maintenance.
- Student needing to have the Chromebooks repaired or replaced should notify school administration and a CSL employee will collect the device for repair.
- A repaired Chromebook may need to be restored to its original settings. Locally stored files may not be recoverable.
- **Accidental Damage:** First repair annually is free; additional repairs are charged.
 - Accidental damage may include unintentional liquid damage, unintentional breakage, and drops or falls.

● **Intentional and Excessive Damage:**

- Intentional and excessive accidental damage will result in repair fees and may result in denial of a replacement device.

● **Cosmetic Damage:** damage caused by intentional misuse and/or abuse, or excessive accidental damage.

- Parents/Guardians will be responsible for the full cost of device replacement if it is determined that damage has been caused by intentional abuse and/or misuse, and \$20 for a lost or intentionally abused and/or misused charger.

6. Lost or Stolen Chromebooks

- If your Chromebook is lost or stolen, please file a police report and immediately contact CSL's administration.
- Families will be responsible for 100% of the Chromebook replacement cost.

7. How To Connect to Wifi

● At School

○ CSL-supplied Chromebooks will be configured to automatically connect to the CSL Wifi.

● At Home or Public Network

○ Open the Chromebook for it to power on.

○ View Wifi Networks by clicking the Down Arrow next to "No Network."

■ Choose the preferred Wifi Network from the list.

● If password protected, enter password on the next screen.

○ Check Wifi connection using the Wifi icon in the bottom right corner (next to the battery icon).

■ Click the Wifi icon to show all available Wifi Networks.

- If connected to a Wifi Network, it will be indicated.
- You may connect or disconnect from Wifi Networks.

8. Check Internet History

- To check the Internet history on a Chromebook:
 - Open the Web browser by clicking on the Chrome icon.
 - Click on the three (3) dots in the upper right.
 - Scroll down and hover over “History”.
 - This will give you recent history in a separate window.
 - Click on “History” in the separate window to view full history.
 - You can scroll through the full history or search for specific items at the top of the history window.
- **CSL is not responsible** for checking student Internet history.

9. No Expectation of Privacy

- CSL reserves the right to monitor any user’s utilization of CSL technology resources.
- Users have no expectation of privacy while using CSL technology resources, whether on or off CSL property.
- CSL may monitor, inspect, copy, and review any and all usage of CSL technology resources including information transmitted and received via the Internet to ensure compliance with this and other CSL policies, and state and federal laws.
- All e-mails and messages, as well as any files stored on CSL technology resources, may be inspected at any time for any reason.