

Chromebook Distribution Guide

Logging in/out

- To log in to your Chromebook, use your St. Francis Troubiemail ID and password.
- Once logged in, you may choose to sign in to a personal Google account, but you cannot use this to access the device itself; only St. Francis accounts can do that.

Navigation

- The main navigation window can be accessed by clicking the Search icon in the lower, left-hand corner (it looks like a magnifying glass). From here, you can launch apps, move them into folders by dragging one app on top of another, and pin them to your taskbar by right-clicking on them.
- One key app is simply called “Files.” This is where everything you download goes. Note that from this app, you can also drag files to/from Drive.

General Tips

- If something stops working or you notice some weird behavior, a hard reset usually fixes it. To do this, hold the refresh button down (key above 4) and press the power button on the right side of the device. Hold this for a few seconds then either wait for it to reboot or reboot it manually by letting go then hitting just the power button. (Note: this is *the* most important tip to follow when troubleshooting on your own.)
- To customize settings, click the bar with the date and time in the lower, right-hand corner.

Touchscreen

- This Chromebook model has touchscreen abilities. You can use gestures such as pinch and zoom to zoom out or zoom in. Depending on your preference, you may wish to use a stylus.

Touchpad

- When using the touchpad, keep it dry and clean. It is sensitive to finger movement: the lighter the touch, the better the response. Tapping too hard will *not* increase its responsiveness.

Hotkeys

- The computer employs hotkeys or key combinations to access most of the computer's controls like screen brightness and volume output. To bring up the menu of all the keyboard combinations, hold down CTRL+ALT+/. Hit ESC to close it.
- Examples:
 - Alt + Search = Caps Lock
 - Alt + Backspace = Delete
 - Alt + Switch Window (key above 6) = Screenshot
 - Alt + “[” (left bracket key) OR Alt + “]” (right bracket key) = Split-screen view

Chrome Web Store

- To add apps or extensions to your Chromebook, visit the Chrome Web Store and look for the tab that says “For stfrancishs.org.”

- Even though Chromebooks are built to function with wifi, you can download apps for offline use. In particular, you can use Gmail Offline and Google Docs Offline to work productively without an Internet connection.
 - The Kami browser extension pushed down to you automatically will be used for working with PDFs and will be an important tool for you to become comfortable with.
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Acceptable Use

- Each Chromebook is school property; therefore, use of the device is governed by the guidelines of this document and the student-parent handbook.

General Device Care

- Keep track of the device at all times and do not leave it unattended or unsupervised.
- Report loss or theft to administration and the technology department immediately.
- Bring it to class fully charged every day.
- Use only the provided charger for charging the Chromebook.
- Keep food and drink away from the Chromebook at all times.
- Keep the Chromebook in its protective sleeve when it is not being used.
- Ensure the Chromebook is protected when transporting, especially the screen side.
- Do not rest objects on top of the Chromebook.
- Never lift the Chromebook by the screen or carry it with the screen open.
- Lift from the center when opening the device; do not pull it open by grabbing one side.
- Clean the screen only with a soft, dry microfiber cloth or antistatic cloth.
- Do not remove the asset tag or in any way obscure the serial number of the device.

General Device Use

- Use the Chromebook appropriately and for educational purposes at all times.
- Do not keep inappropriate material on the Chromebook.
- Use only school-approved software (apps and extensions).
- Log into the Chromebook using your school-issued Google Apps for Education account.
- Do not take pictures or record anyone without their prior permission.
- Have no expectation of confidentiality or privacy with respect to usage of the Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.

Parental Guidance

- The school recognizes parents as primary educators. As such, supervision of student use of the Chromebook relies on a partnership between parents and the school. While the school filters the Internet on campus and monitors use in the classroom, it is the responsibility of parents to ensure appropriate care and use of the Chromebook at home per the guidelines above.