

Chromebook Procedures

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The Chromebooks are not to leave the building! The students may not take them home under any circumstances.

Teachers are responsible for the Chromebooks in their classroom - please make sure students are handling them properly.

Reminder: Chromebook carts must be kept locked when not in use and classroom doors must be locked when the teacher is not in the room.

Students sign them out every day and they are put back in the correct slot at the end of every day. All of their data is stored online.

YouTube and various sites are blocked on the Chromebooks due to network bandwidth issues. If you want students to see a video, please show it on the projector in your room.

Teachers are not issued Chromebooks. Teachers may use their school-issued Laptop and using the Chrome Browser access the features of Google Drive and Google Classroom.

Printing from a Chromebook - Chromebooks are not enabled to print. Students and teachers can share documents with each other through Google Drive and Google Classroom eliminating the need for printing.

Chromebook Carts

- Each Chromebook cart is numbered and so are the slots.
- Student Are assigned a Chromebook by service Tag/ Cart # / Slot # and always uses that same device
- student "adds user" and enters their Google Apps account info.
- should be no more than 6-7 users per device on start screen
- if a student does not have a Google Apps account, please notify the Help Desk to have the account set up. New students will have accounts created within a few days of notification.
 - Guest Access is not allowed. Students must have an account.

Please keep carts plugged in at all times.

Lock classroom when not in room and Chromebooks are on desks.

Ensure all Chromebooks are in the cart and accounted for after each day. **The teacher and student are responsible for them.**

- Use caution when plugging and unplugging Chromebooks to power cords.
- Use caution to not tangle cables and wires.
- Use caution with Chromebooks. They are electronics and can break if mistreated.

Google Drive can open, view, create and edit Word, Excel and PowerPoint files

Extremely Important information to share with your students about the care and handling of the Chromebooks.

Reminder - if a student damages a Chromebook, they will be held accountable for the repair. Make sure you document everything by email and also with the Chromebook repair form located in the main office of MPCS and VPCS and on the Technology Guide site.

[Proper Care and Handling of Laptops and Chromebooks](#)

Google+ - this social media app cannot be used by students - if a student tries to create an account there, it will suspend their entire Google account.

The network may be slow at times with all the devices logging in - network equipment upgrades are being completed throughout the year.