Chromebook User Guide for Students, Parents, and Families

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Getting Started

1. What is a Chromebook?

Chromebooks are similar to laptops. Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. This means you can use a Chromebook to do just about anything you'd normally do online: read websites, check your email, and watch videos. Your Chromebook runs web apps instead of software programs used on other computers. Chromebooks are easy to use and everything is saved on the web, so you don't have to worry about losing your files. Since Chrome is run entirely through the web, you don't have to worry about viruses either!

2. Chromebook Hardware

Chromebook hardware may differ depending on Chromebook models. Please refer to the photo below regarding the keyboard.

On some models, the Power key is a Lock key. This key locks the computer and will require you to log back on. Look for the power button on the left or right edge of the base.

Your Chromebook keyboard works just like a regular keyboard, with a few small differences:
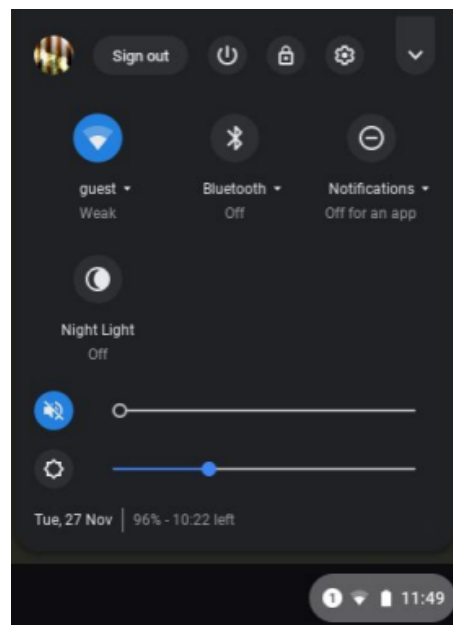- Use the Search button to search your apps and the web
- To turn caps lock on or off, press Alt + Search

3. Powering on & off

Your Chromebook has a magnet in the screen which allows it to turn on right as it's opened! If after several seconds it does not turn on, you can press the power button. You can press and hold the power button to shut off the Chromebook at any time. Shutting the lid will log you off.

4. Dashboard

In the lower right hand corner, there is a small toolbox for accessing WiFi networks, adjusting brightness, sound, settings, and setting accessibility settings such as enlarged cursors or high contrast screens. Feel free to access this at any time, though some settings are restricted by the RCAS administrators. It will look like this, but some settings and displays may differ:

5. Charging Your Chromebook

Your Chromebook should be charged every evening. While the battery life varies, your Chromebook should last for the entirety of instructional hours. Make sure that the Chromebook does not completely die as this can damage the battery.

6. Updates

Chromebooks are updated remotely from our IT department and are pushed out as quickly as Google tests and releases updates. If you see that an update is ready to be installed, please restart the device so the update will take effect

Using Your Chromebook

1. Logging On

Only emails that end in @k12.sd.us domain can sign into Chromebooks. All RCAS students are issued an email. The email protocol is Initials followed by 4 digits. Their password is initials in caps followed by dash, 5 numbers and RCAS in caps .
For example, ab3456, followed by AB-67890RCAS.
Your students should know this information. If they don't, please contact your student's teacher or building secretary.

*Note: You cannot change the password

2. Connecting to WiFi

Before you log in, you may be asked to connect to a wireless network. Please connect to your home network. Chromebooks only fully work when they are connected to WiFi, though some apps may have an offline mode.

3. Accessing Apps

Your students will be using apps that they are familiar with. Here are a list of apps and icons one can access on a Chromebook

● **Chrome** - your internet browser to access the internet, similar to Internet Explorer and Mozilla Firefox. You can access Google Chrome from any device, not just a Chromebook!

● **Classroom** - a learning system from Google, where your student's teacher will assign and grade work

● **Docs** - similar to Microsoft Word, a place to create and store documents

● **Drive** - a Google Cloud storage space that can be accessed anywhere, with any device

● **Slides** - similar to Microsoft Powerpoint, a place to create and store slide presentations

● **Sheets** - similar to Microsoft Excel, a place to create and store spreadsheets

● **YouTube** - an online website owned and operated by Google for sharing and viewing videos. YouTube through the education suite through RCAS is moderately restricted, though adult supervision is encouraged when your child is browsing.

Upon logging in and opening Chrome your students' school homepage is set to open on startup. This can't be changed: The homepage is full of resources and links students are familiar with accessing, and a page just for parents!

Bookmarks

Once a student logs in, their bookmarks from previous sessions will sync. In a Chrome browser (accessible by clicking the rainbow Chrome button), there is a "k12.sd.us" bookmarks folder with resources your student may frequently access.

Students can also bookmark new pages and resources as they see fit to access again in the future. You can bookmark a page by clicking the star on the right in the URL line (where you type www.), or right clicking the bookmark bar (on a Chromebook you use two fingers on the touchpad).

Chromebook Shortcuts

- Ctrl+C - Copy
- Ctrl+V - Paste
- Ctrl+X - Cut
- Ctrl+A - Select all text
- Ctrl+Z - Undo
- Ctrl+T - Open a new tab
- Ctrl+Tab - Move between tabs
- Ctrl+ +/- - Zoom in and out. You can also use two fingers on the touchpad.

There are many more shortcuts. Feel free to explore and use your Google device to your advantage!

FAQs

Q: Who do I contact if my Chromebook is having technical problems?
A: Please contact your student's teacher.

Q: Who do I contact if my student can't log in?
A: Please contact your student's teacher who can provide login info or walk through the login process with you. Please refer to "Logging In" above.

Q: Can you print from the devices?
A: Digital online file sharing between staff and students is one of the great advantages of the Chromebooks and is an easy and efficient way to distribute and turn in assignments without printing. It also saves on paper, ink and toner use, thereby saving money. There are ways to print from the Chromebooks, but it's not encouraged

Q: Can the Chromebooks be used with another username or personal Gmail account?
A: No. Students and staff cannot access a district-owned Chromebook with any other login other than their district-assigned email.

Q: Can documents and bookmarks created on the Chromebook be accessed on another device?
A: If a student logs into another device with their school username (a PC laptop, a school lab computer, a loaner Chromebook, etc.) all of their information (bookmarks, emails, documents, applications, etc.) will be available to them on that device when using a Chrome browser.

Q: Will unsafe or inappropriate websites be filtered on the devices?
A: Before each Chromebook device connects to the Internet, it must pass through district network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another WiFi router that is providing the Internet connection. Our web filters are programmed to block inappropriate content as much as possible, but the Internet is an ever-evolving network and some things will get through. We encourage supervision and conversations with your student.

Q: Will devices be kept by students over summer?

A: No. Devices will be turned in at the end of the school year so the district can do maintenance on them.

Q: Can parents use the Chromebooks?

A: When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers through our Skyward parent portal or via the student's email. The Chromebooks are not intended for personal use by the student or their parents.

Q: How can I clean or sanitize my Chromebook?

A: A gentle sanitizer wipe, like Clorox, on the keyboard is sufficient. Anything with at least 60% alcohol and no excess liquid.