Chromebooks 101!

Overview (page 1)

- What is a Chromebook?
- Why are we using Chromebooks?
- Storing the Chromebooks
- Labelling the Chromebooks
- Check-in & out the Devices
- Respectful, Responsible & Ethical use and Caring for the Chromebooks

Overview (page 2)

- Chromebook Pros & Cons
- Chromebook Features
- Chrome OS
- Account login & logout
- Keyboard & Touchpad Features
- Apps - Files - Screenshots
- Summary - Sources and Resources

What is a Chromebook… exactly?

A **Chromebook** is a different breed of computers.

Basically, it is a **Google device**.

It starts in seconds, and offers thousands of apps. It has built-in virus protection, and backs up your stuff in the cloud.

Why are we using Chromebooks

- Google classrooms.
- Chromebooks are green
- Enhance and encourage collaboration between students and teachers.

Before you are allowed to use a Chromebook at ACA?

1. The student must sign the *AUP-ACA Student Acceptable Use Policy for Technology on Campus* and return to the office.
2. The Student and a parent/guardian must sign the *ACA Chromebook Student (In School) Usage Agreement* and return to the office.
3. If a student wants to take the Chromebook to use at home, the parent must sign the ***ACA** Chromebook Student (Take Home) Usage Agreement* in the presence of the Principal and Office Manager.

Storing the Chromebooks (page 1)

- The Chromebooks will be stored in 5 carts.
- Each cart will be supervised by a teacher or staff memeber as follows:

Chromebook Cart	*Supervisor/ Teacher in Charge	*Supervisor/ Teacher in Charge (Backup)	Room
#1 (1-26)	Mr. Gamal (M-F)	Mr. Omar (mornings only) or Ms. Maria	B200
#2 (27-51)	Ms. Janill (M-F)	Ms. Tammy	B201
#3 (52-76)	Ms. Hazar (M-F)	Ms. Maria	B203
#4 (77-102)	Ms. Sumaya (M-F)	Mr. Saif (mornings only) or Ms. Sakina	B204
#5 (103-134)	Ms. Fozia (M-F)	Ms. Rawia	B205

Storing the Chromebooks (page 2)

Chromebooks layout in each cart.

- Each cart stores a certain number of units.
- Each device has a designated spot that matches its number.

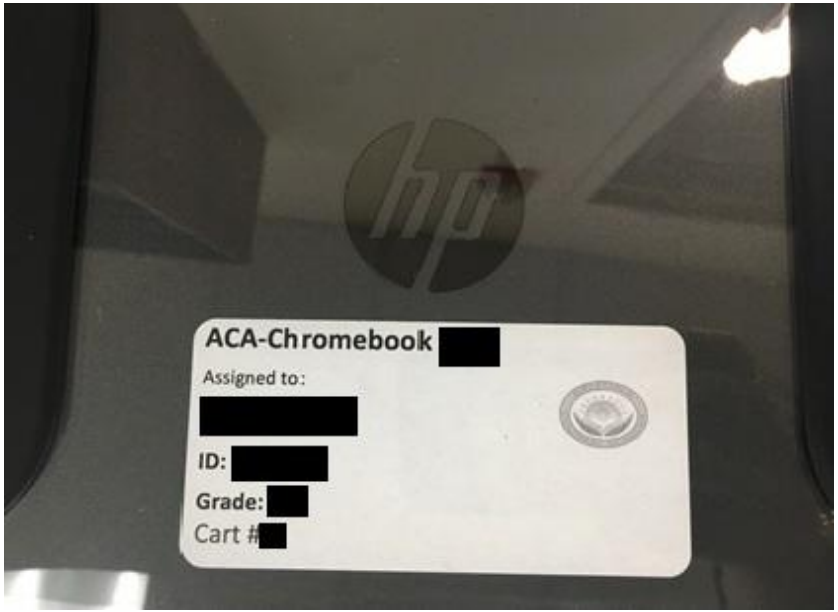
Labelling the Chromebooks (page 1)

- Students will be assigned a labelled and numbered Chromebook device lined to their students' ID.
- Students are responsible for the assigned device throughout the year.
- Students will not switch Chromebooks with each other.
- The use of technology at ACA is only provided to students who signed and agreed to the terms of "The ACA Student Acceptable Use Policy (AUP) for Technology on Campus form."
- The use of Chromebooks is only granted to students who signed and agreed to the terms of the " ACA Chromebook Student (In School) Usage Agreement form."

Labelling the Chromebooks (page 2)

- Before checking out the Chromebook for the first time both forms mentioned before must be returned to ACA Administration signed.

An example of the ACA Chromebooks labelling system in place.



Checking In & Out The Devices

- You must sign and initial the form on the top of the cart in the presence of the supervisor when checking in and out the device.
- Checkouts:
    - Monday through Friday 7:30 am - 7:45 am.
- Check-ins:
    - Monday through Thursday from 3:20 pm to 3:30 pm
    - Fridays from 2:30 pm to 2:40 pm
    - Half Days from 12:00 pm to 12:10 pm

Late arrivals and Early Departures

- Late arrivals **CANNOT** interrupt classes to checkout their Chromebooks after Checkout time.
- If a teacher requests that the student needs a Chromebook for the day or period the student can checkout a loaner Chromebook from the office after Checkout time to be returned at the end of the day.
- Each time a student check out a loaner Chromebook an amount of $5 which will be billed to parents
- In case a student needs to leave early; the student needs to return the Chromebook to the office and check it in with an admin.

Remember: students use of a Chromebook is a privilege, not a right.

Respectful, Responsible and Ethical Use and Care of Chromebooks

General Precautions (page 1)

- Carry the Chromebook with two hands.
- No food or drink near the Chromebook.
- Sit the Chromebook flat on the desk.
- No pencils or pens near the screen.
- Open and close the Chromebook carefully and type gently on the keyboard.
- Both the Chromebook and its case must remain free of any writing, drawing, stickers, or labels that are not the property of Arizona Cultural Academy & College Prep.

General Precautions (page 2)

- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students must keep their Chromebook in the protective case provided by the school, at all times.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students **DO NOT** move the Chromebooks cart to and from the classrooms.
- Students **DO NOT** plug in or remove the charging cable when checking in or out their Chromebooks in school.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.

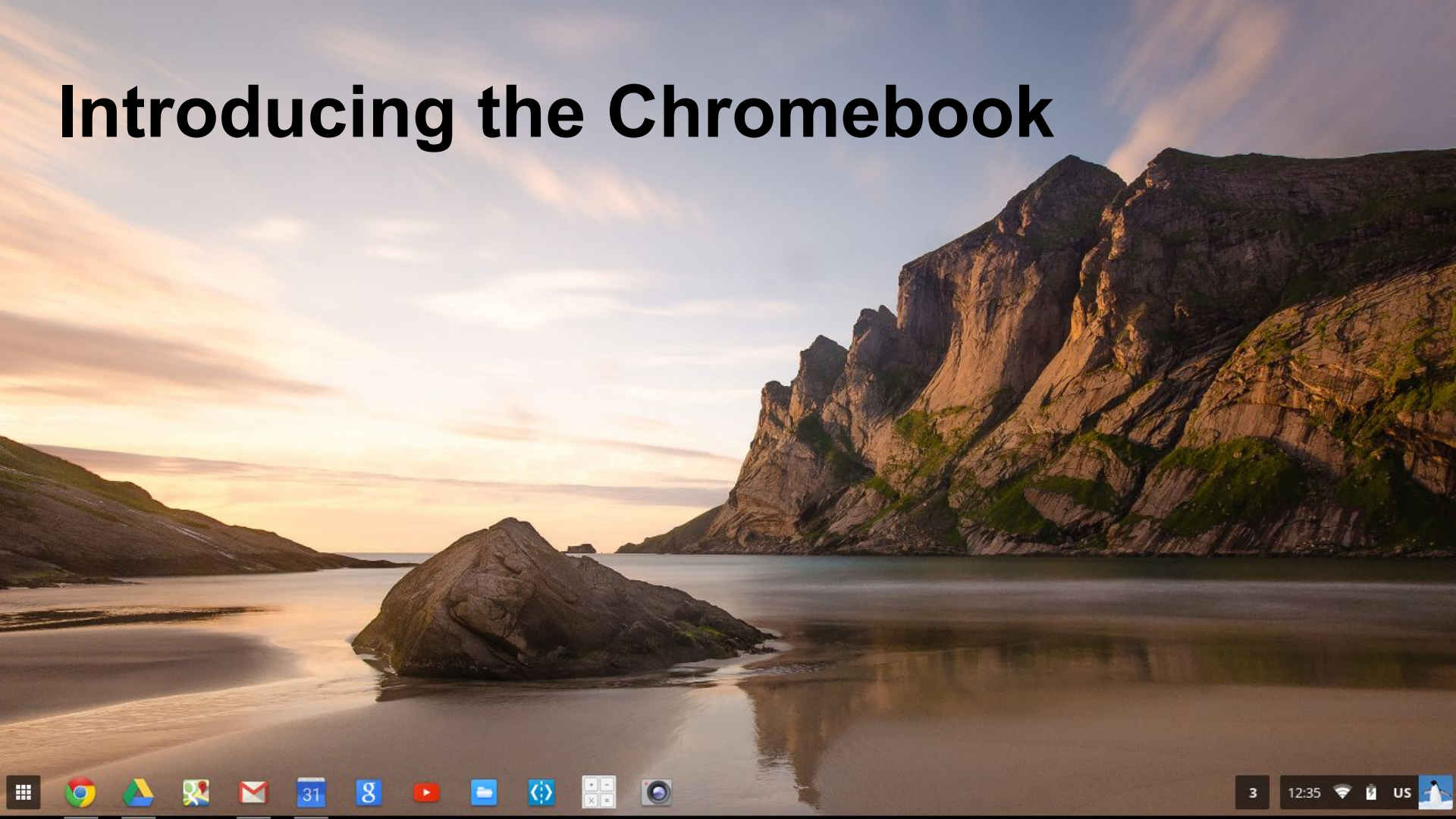
Internet Usage Agreement (page 1)

- **Acceptable Use of Technology:** the role of technology at ACA is to support *research and education*. User access to the ACA technology resources must be in support of education and research and consistent with the educational objectives of ACA.
- The Chromebook is the school property and all users must follow the Acceptable Use Policy for Technology.
- Transmission of any material in violation of any Islamic, U.S., or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Internet Usage Agreement (page 2)

- The use of technology at ACA is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- The administrators at ACA will deem what is inappropriate use according to current policy. Also, the administrators may close an account at any time as required.
- Ask permission before printing and determine proper printing locations.
- Students **DO NOT** connect or disconnect the Chromebook chargers - If handled incorrectly, the port will damage.
- Do not insert anything into the openings of the Chromebook.

Introducing the Chromebook



Chromebook Pros

- Fast Processor (boots up in 8 seconds)
- Easy access to the internet
- 6hr+ Battery Life
- No setup required for different users
- Greater security and confidentiality (than a laptop or iPad)
- Easy login and logout.

Chromebook Pros (page 2)

- Users can personalize settings
- SD Card Slot (file storage)
- Light-weight
- Portable and durable
- Improved HD Video Playback

Chromebook Pros (page 3)

- Large, bright screen (12 inches)
- No software installation required
- No viruses and malware
- Google’s Apps, Extensions, and Add-Ons
- Google updates constantly. No delays.

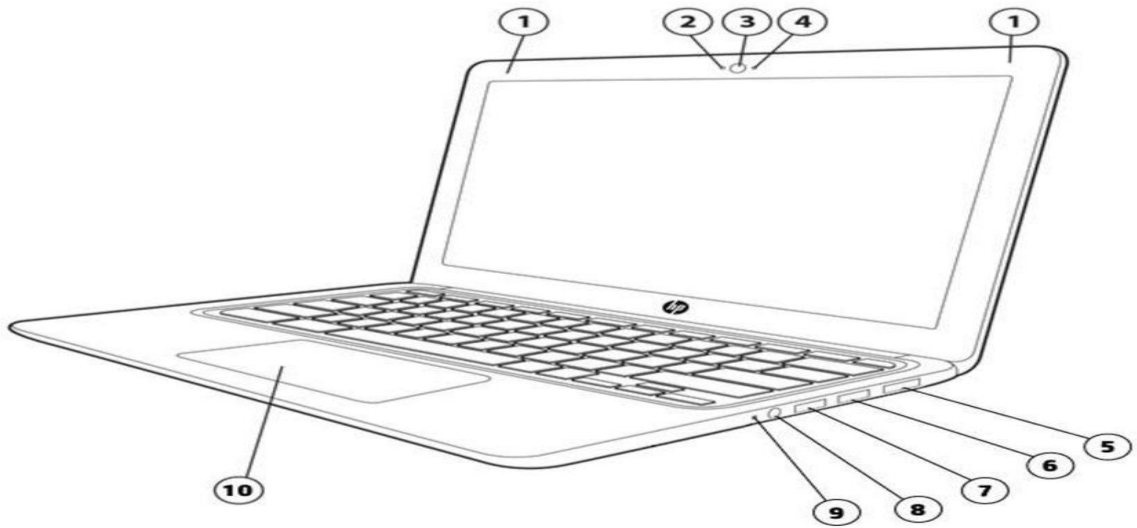
Chromebook Cons

- Google office products only
- Does not recognize all file extensions
- Google account required for log in
- Different keyboard features and shortcuts
- Best performance depends on an internet connection
- Printing Challenges

External Features

Overview

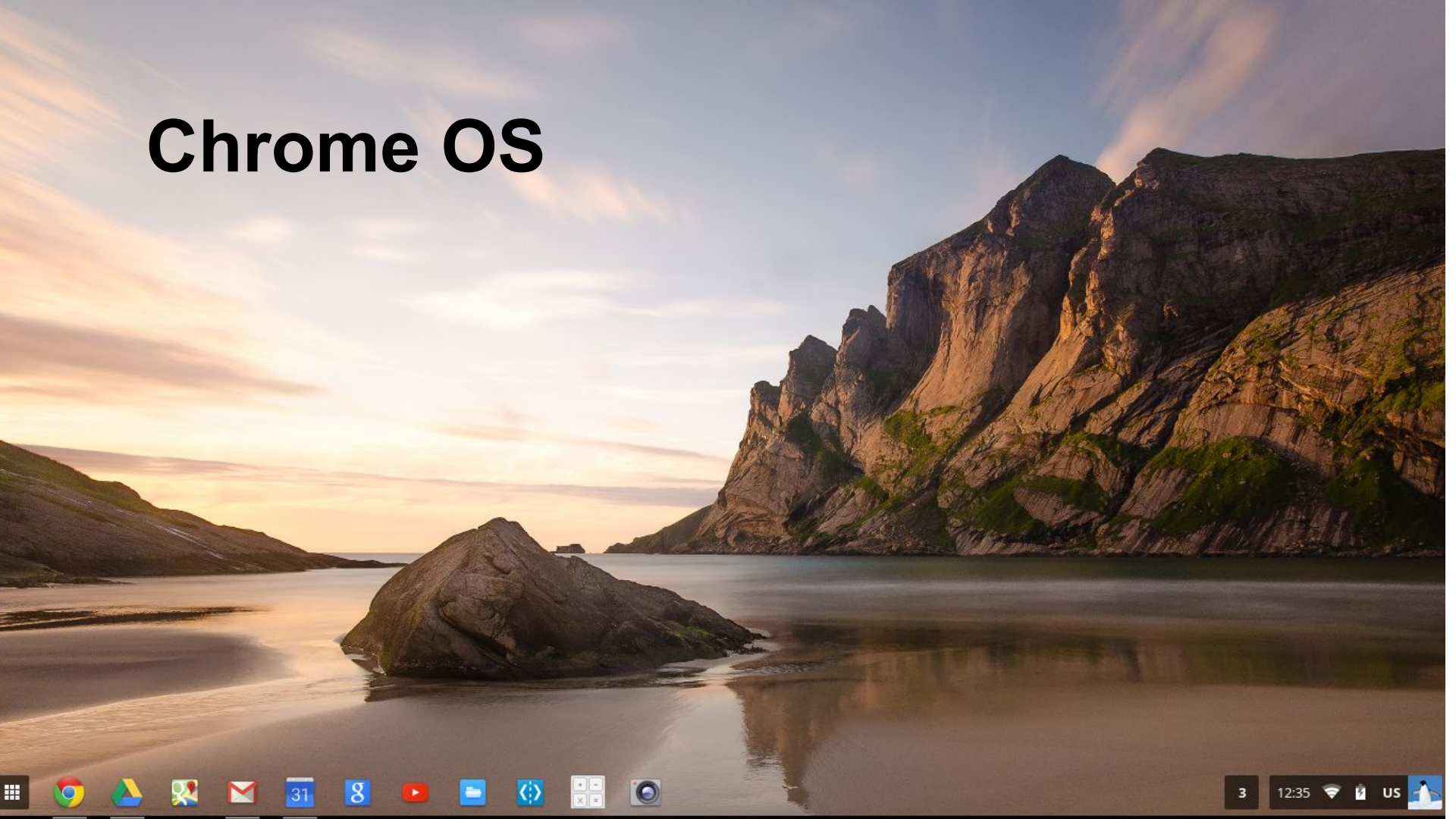
HP Chromebook 11 G4



Front Right View

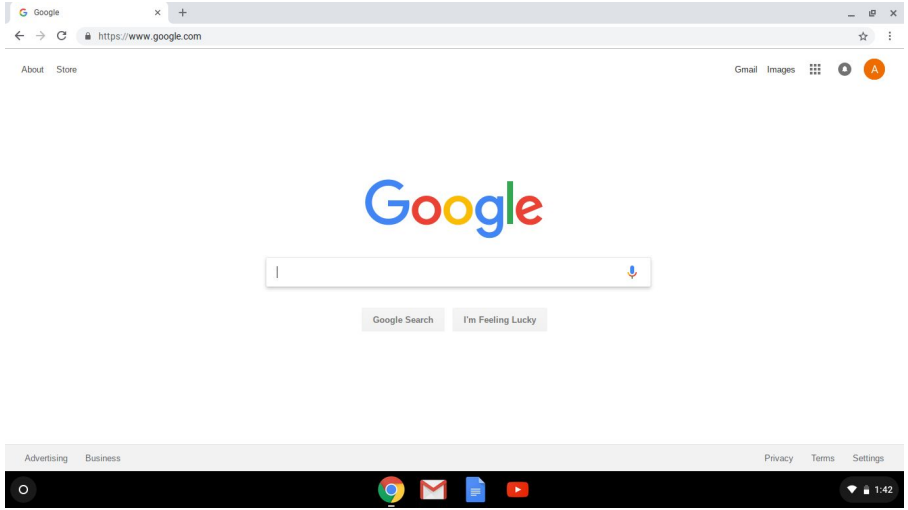
1. WLAN antennas
2. Microphone
3. Webcam lens
4. Webcam LED
5. HDMI
6. 3.0 USB charging port
7. 2.0 USB port
8. Headphone/Microphone combo jack
9. Power LED
10. Touch pad

Chrome OS

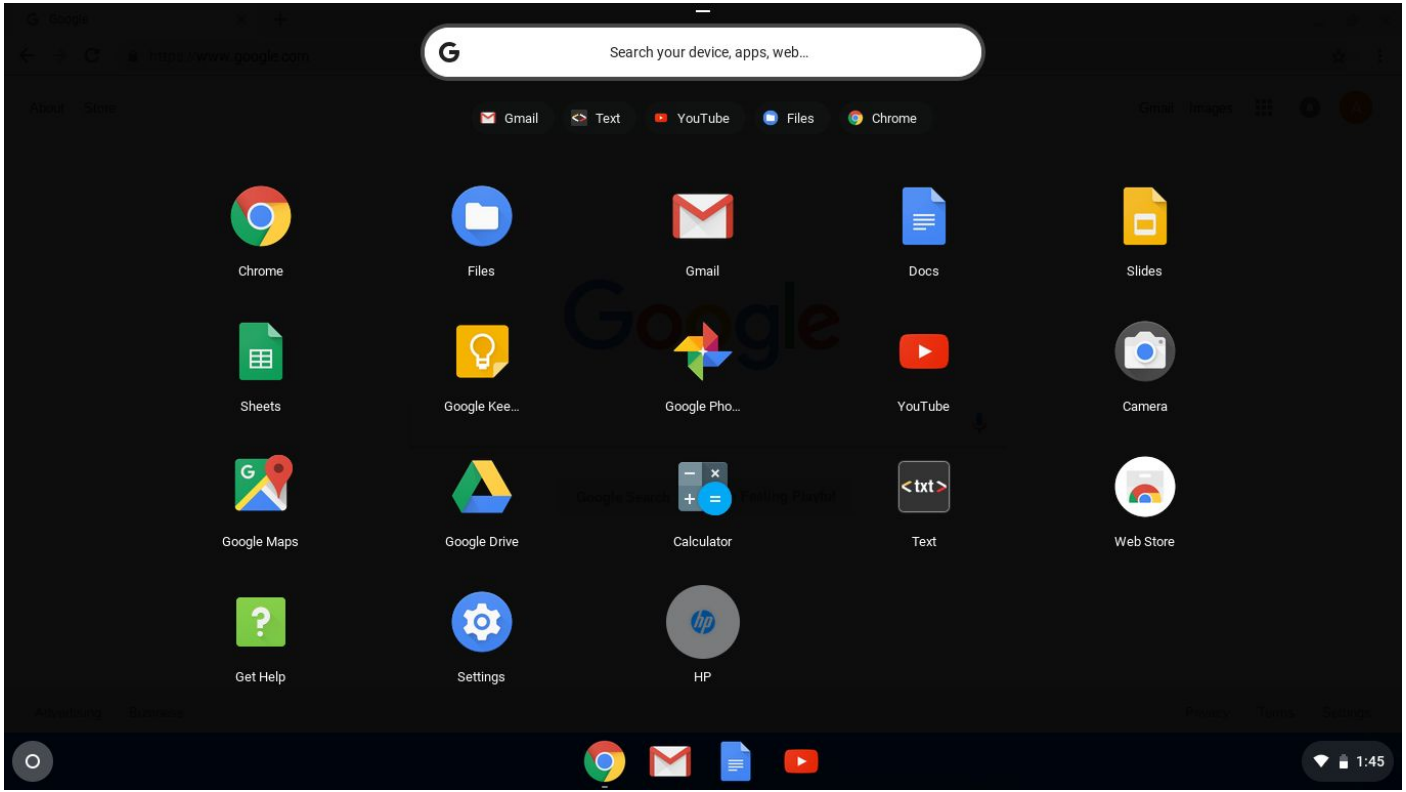


Chrome OS (page 1)

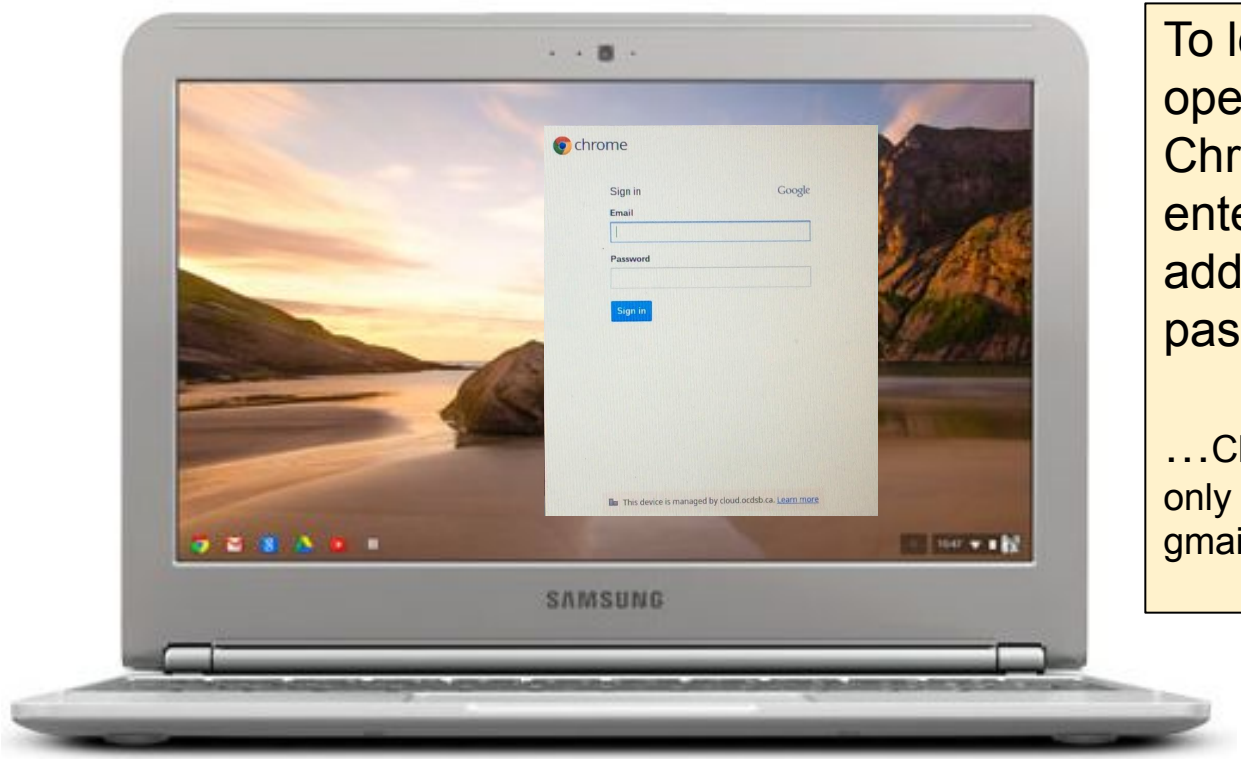
- Boots up to a Chrome browser.
- The Chrome browser is almost identical to the browser that runs on traditional desktops and laptops.



Chrome OS (page 2)



Easy Login (page 1)



To log in, just open the lid of the Chromebook and enter your Email address and password.

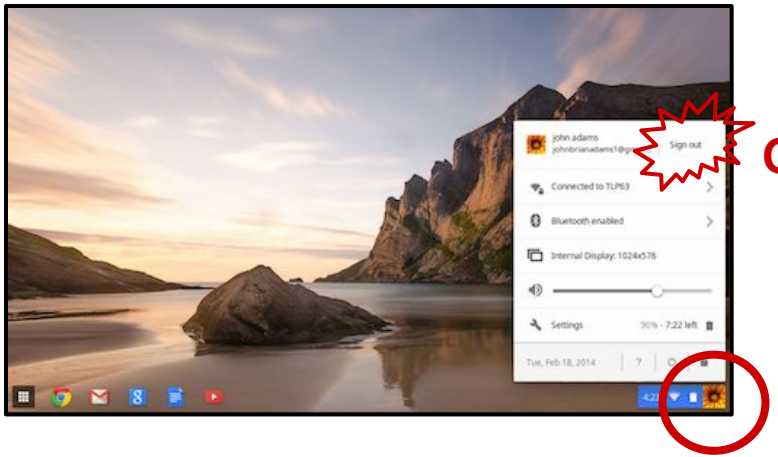
…Chromebooks are only accessible through gmail accounts.

Easy Login (page 2)

Instructions for first login:

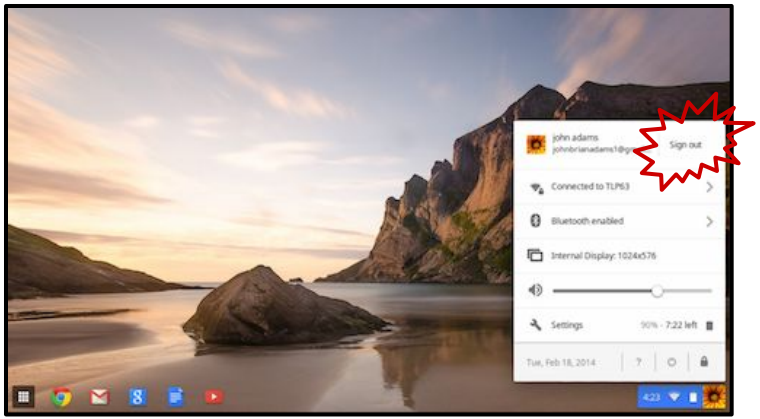
- From the computer lock screen, press CTRL+ALT+DEL to unlock.
- Click “Switch User” or “Other User” if there is no login prompt.
- At the login prompt, type in the azacademy email account and password.
- That’s it.

Easy Logout Options



Option 1: From the HOME screen

Easy Logout Options



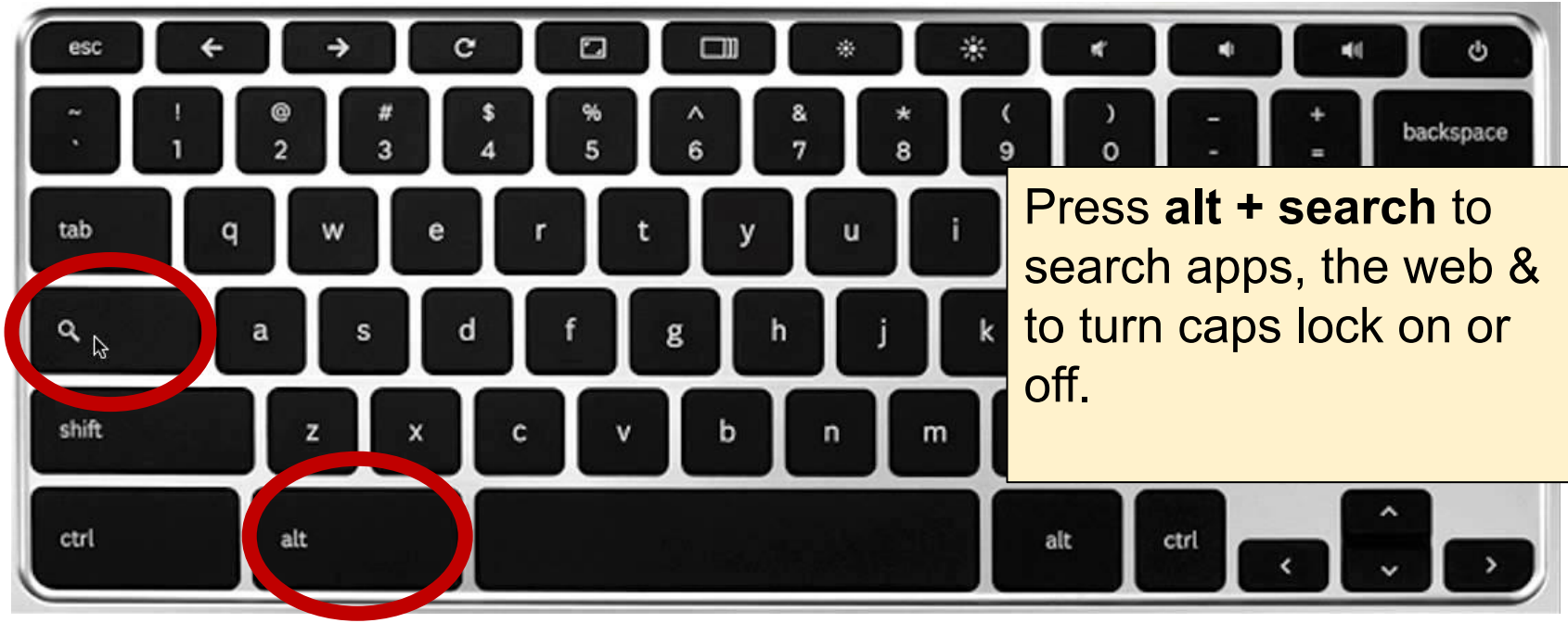
Option 1: From the HOME screen

Option 2: Just shut the lid!

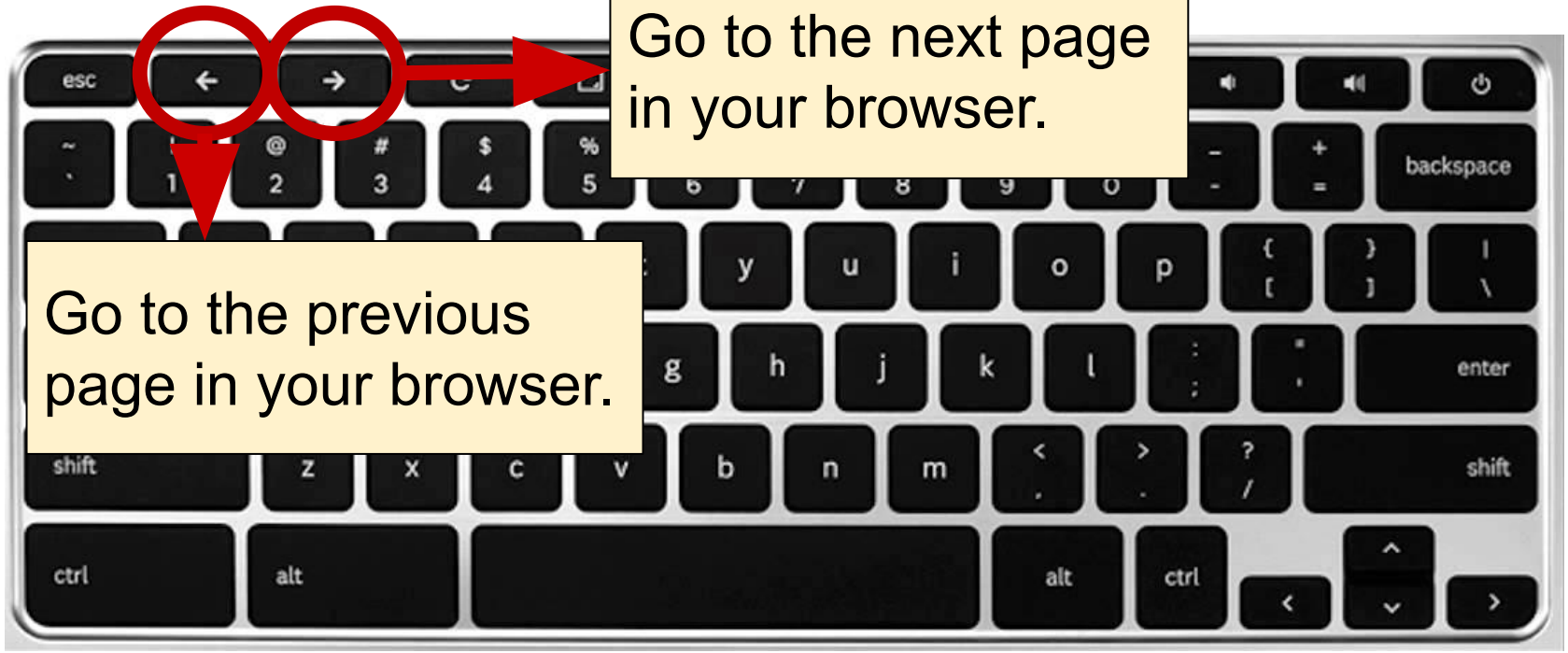
Keyboard Features

The Chromebook’s keyboard and mouse pad have some unique features.

Keyboard Features (page 2)



Keyboard Layout



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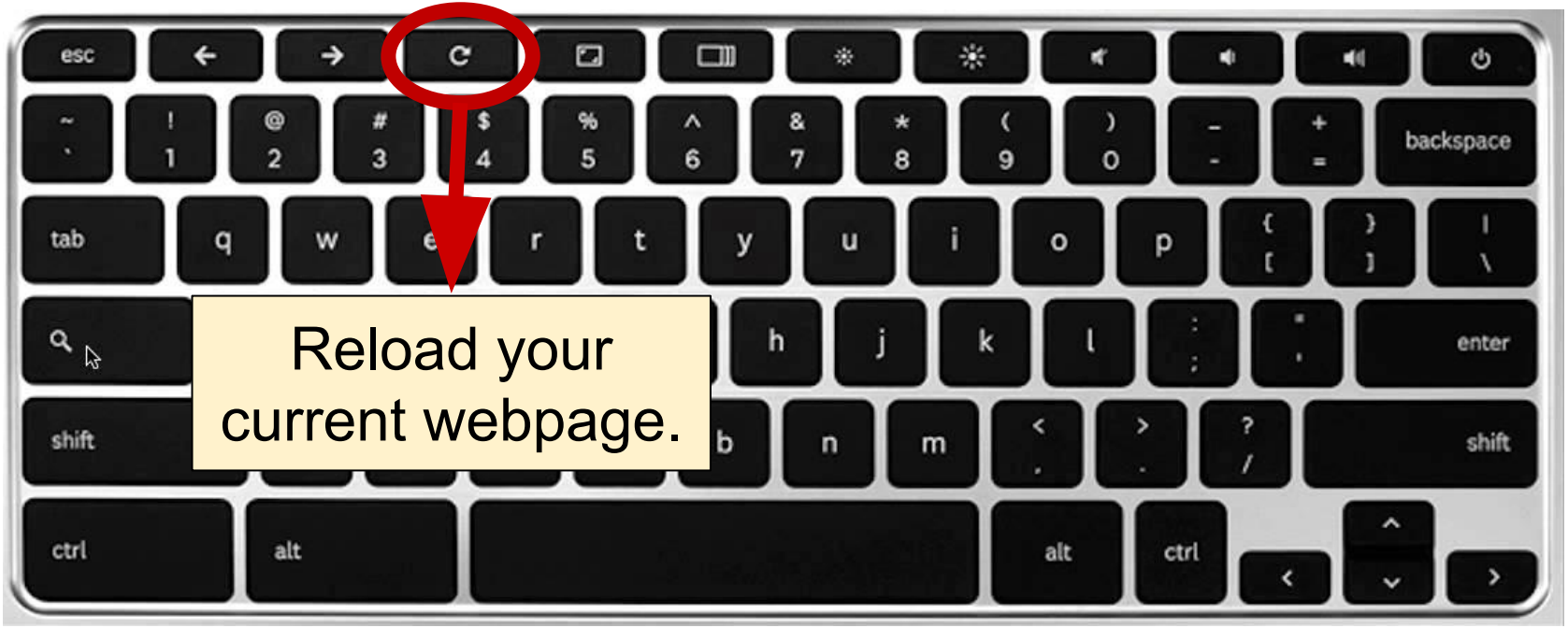
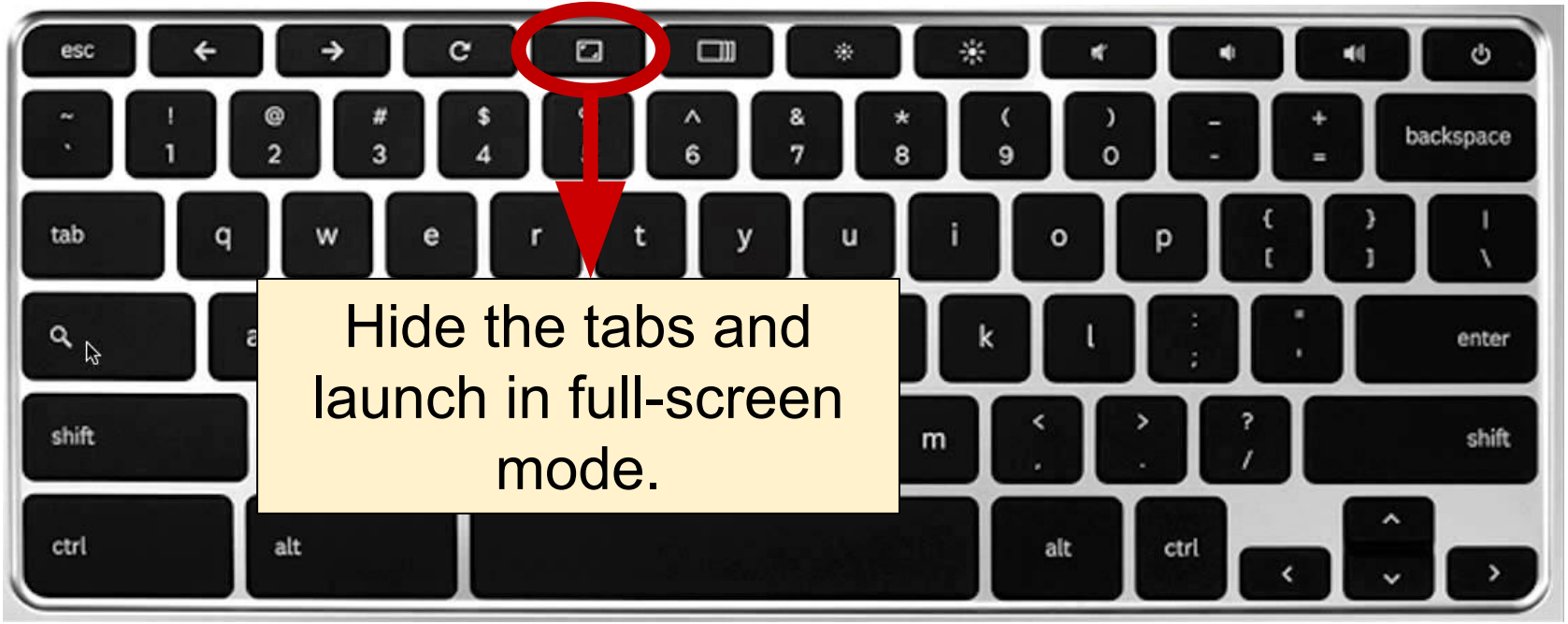


Keyboard Layout



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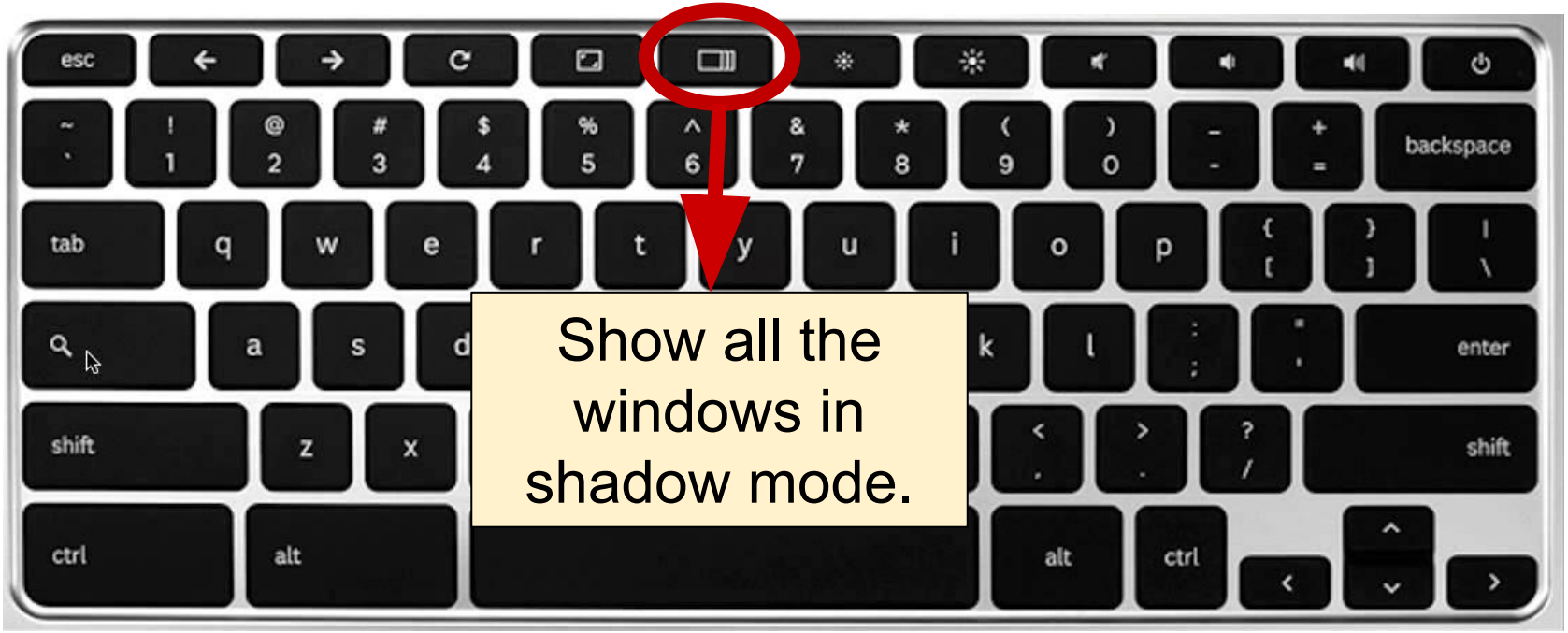
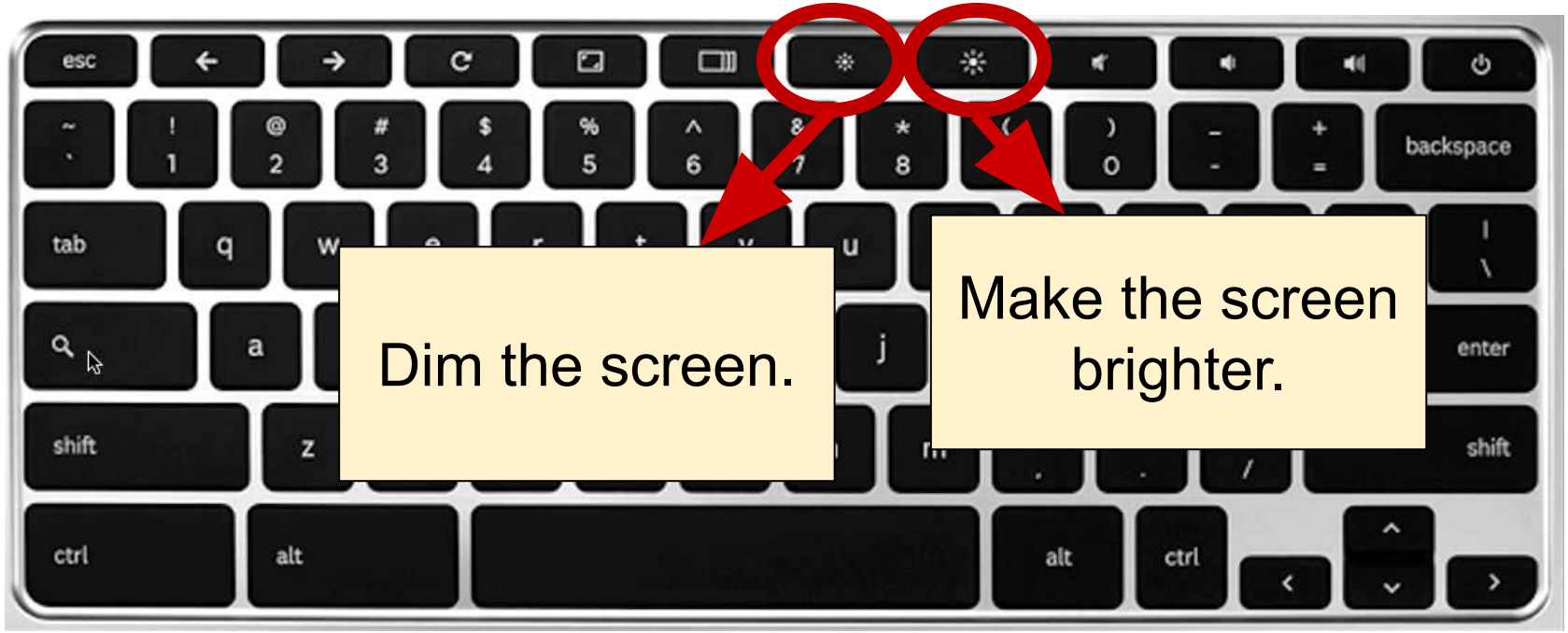


Keyboard Layout



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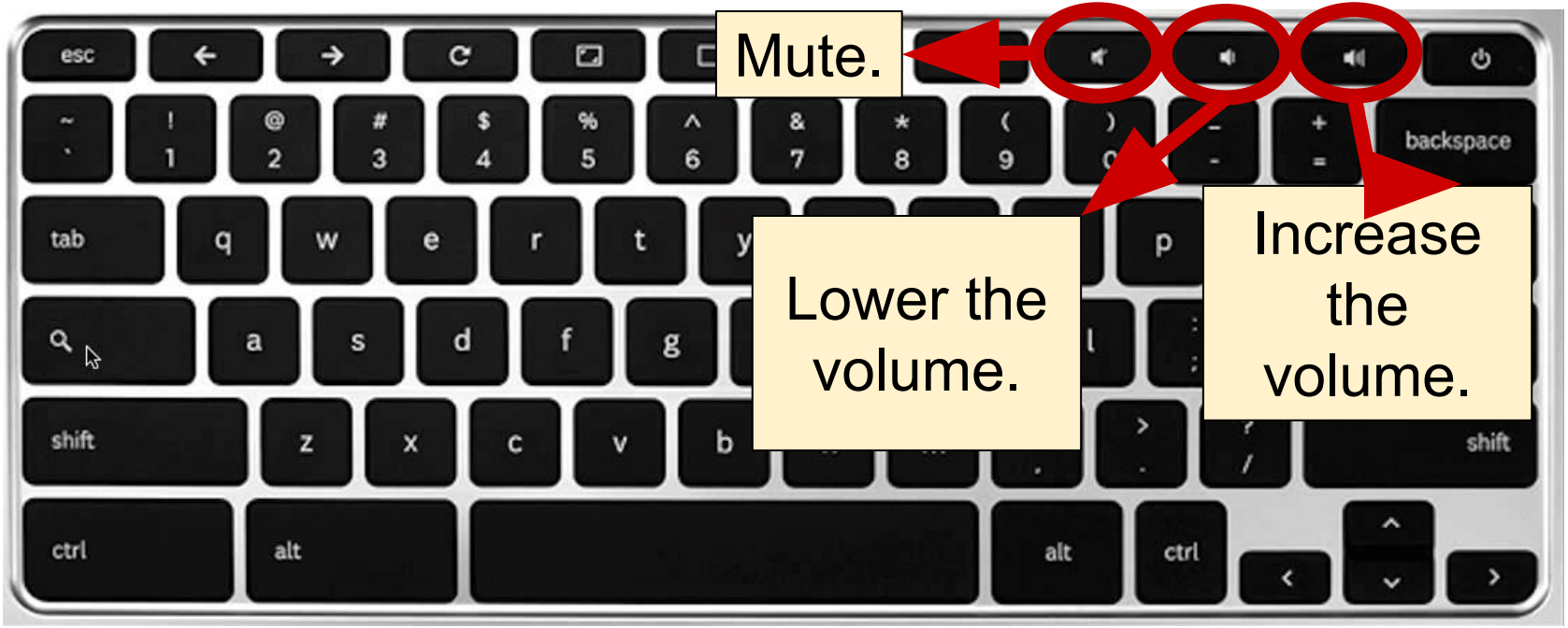
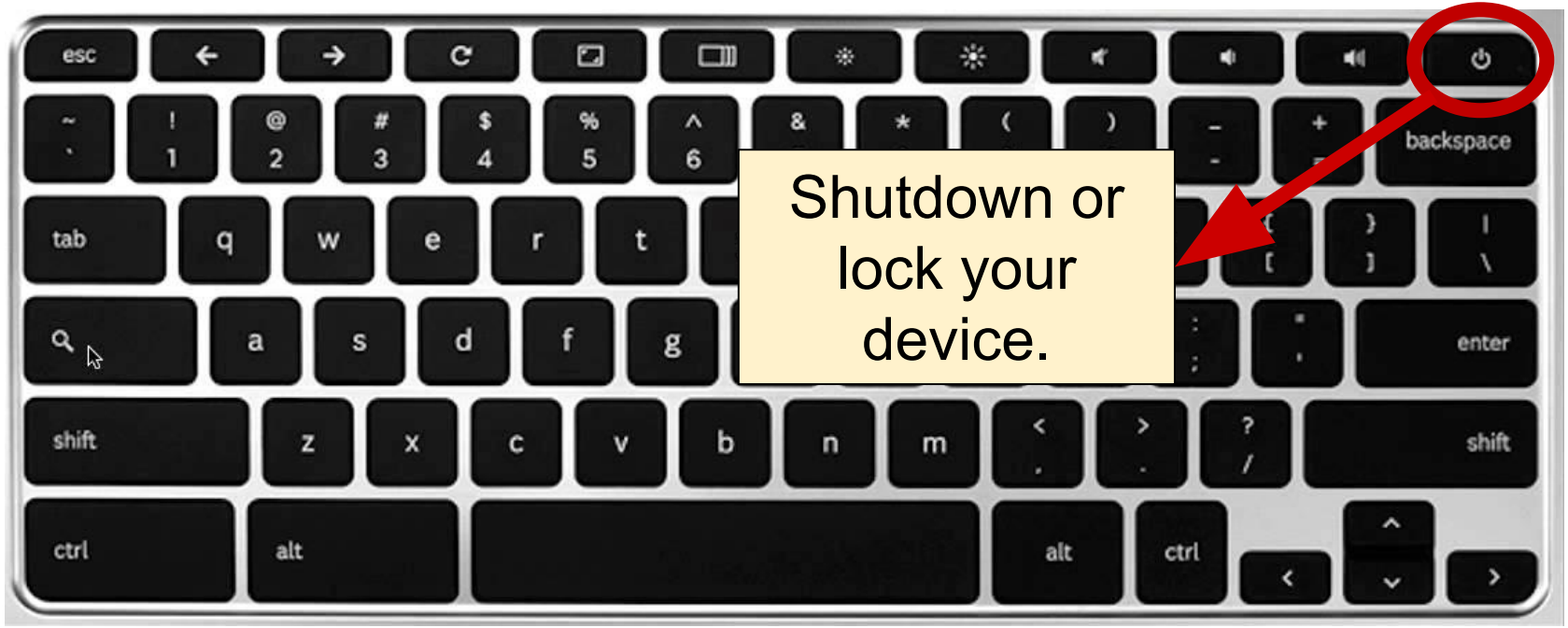


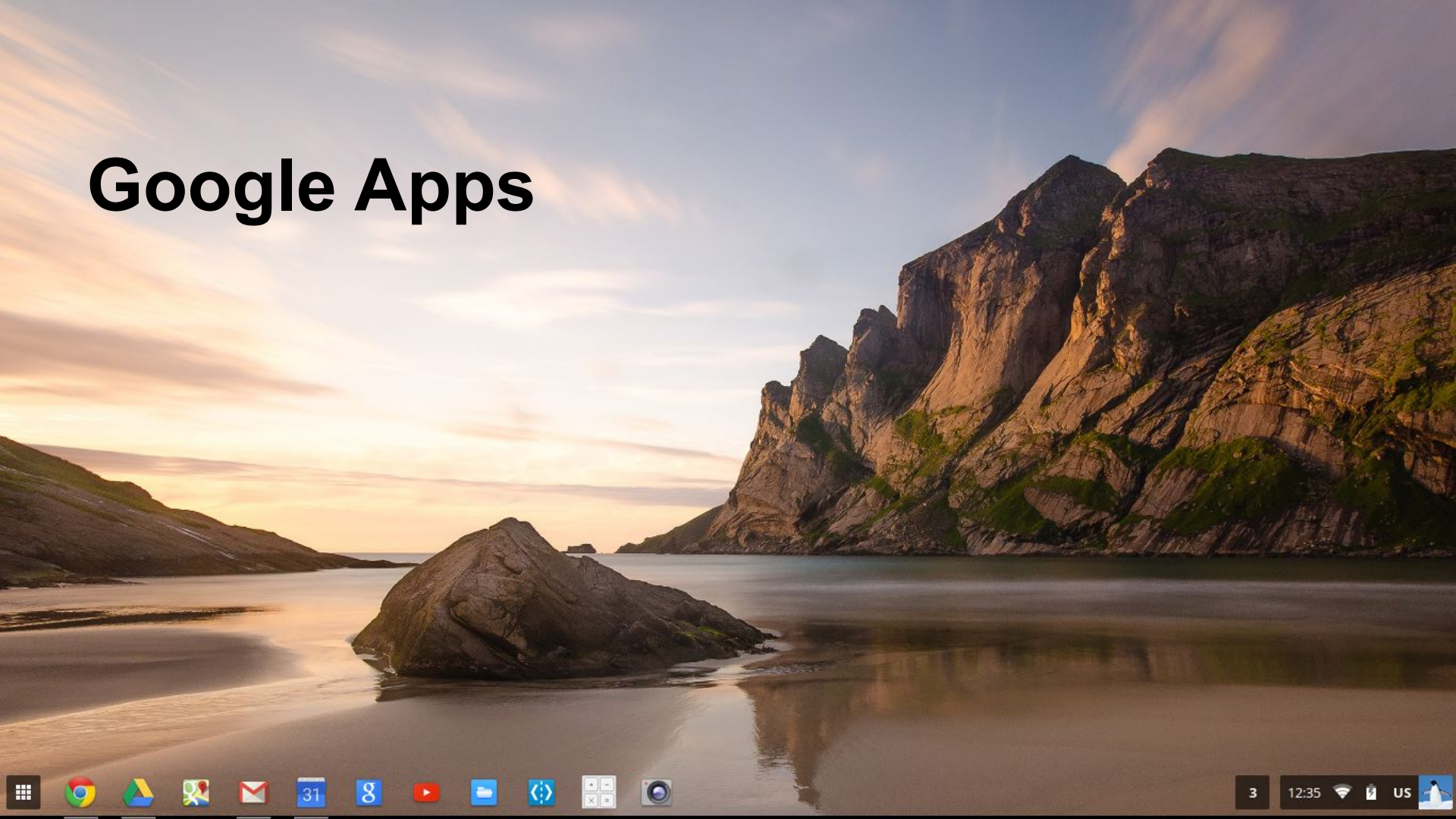
Keyboard Layout



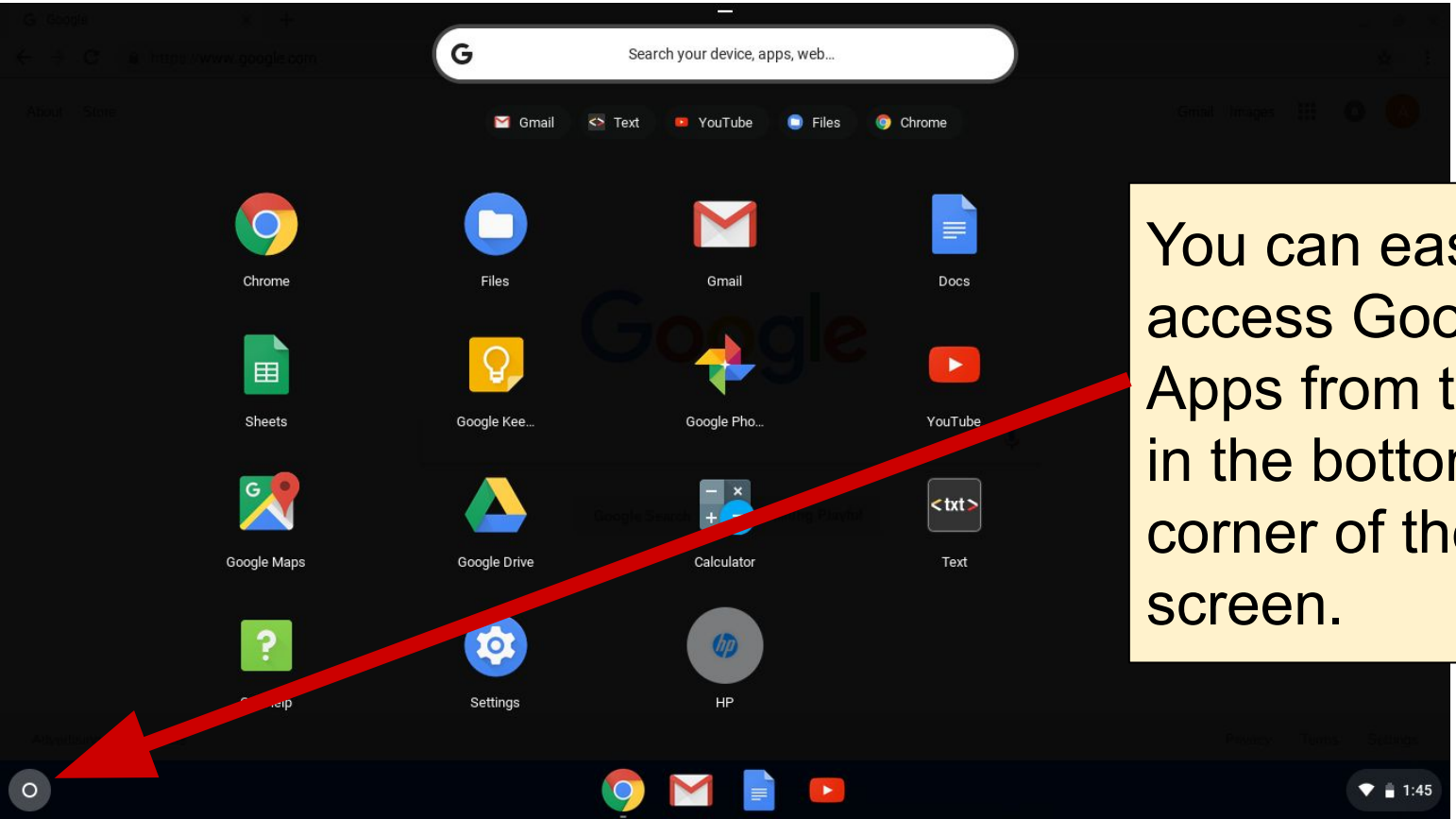
Touchpad Features

Move the pointer	Move your finger across the touchpad.
Click	Press or tap the lower half of the touchpad.
Right-click	Press or tap the touchpad with two fingers. You can also press Alt, then click with one finger.
Scroll	Place two fingers on the touchpad and move them up and down to scroll vertically or left and right to scroll horizontally.
Move between pages	To go back to a page you were just on, swipe left with two fingers. To go forward to a page you were just on, swipe right with two fingers.
See all open windows	Swipe up or down with three fingers. If you have Australian scrolling turned on, swipe up. If you have traditional scrolling turned on, swipe down.
Close a tab	Point to the tab, then tap or click the touchpad with three fingers.
Open a link in a new tab	Point to the link, then tap or click the touchpad with three fingers.
Switch between tabs	If you have multiple browser tabs open, swipe left and right with three fingers.
Drag and drop	Using one finger, click and hold the item you want to move. Drag the item to its ne

Google Apps

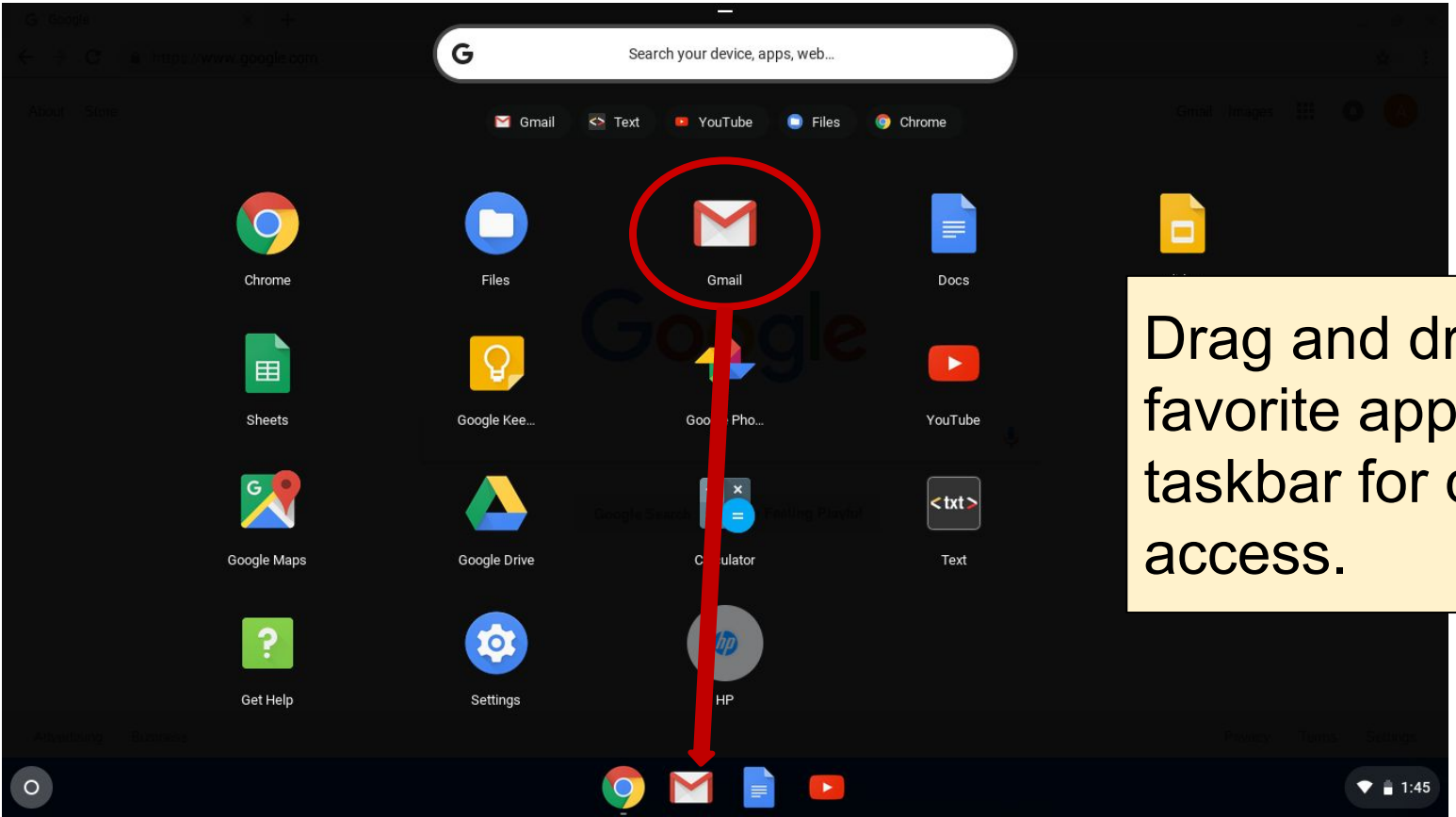


Google Apps (page1)



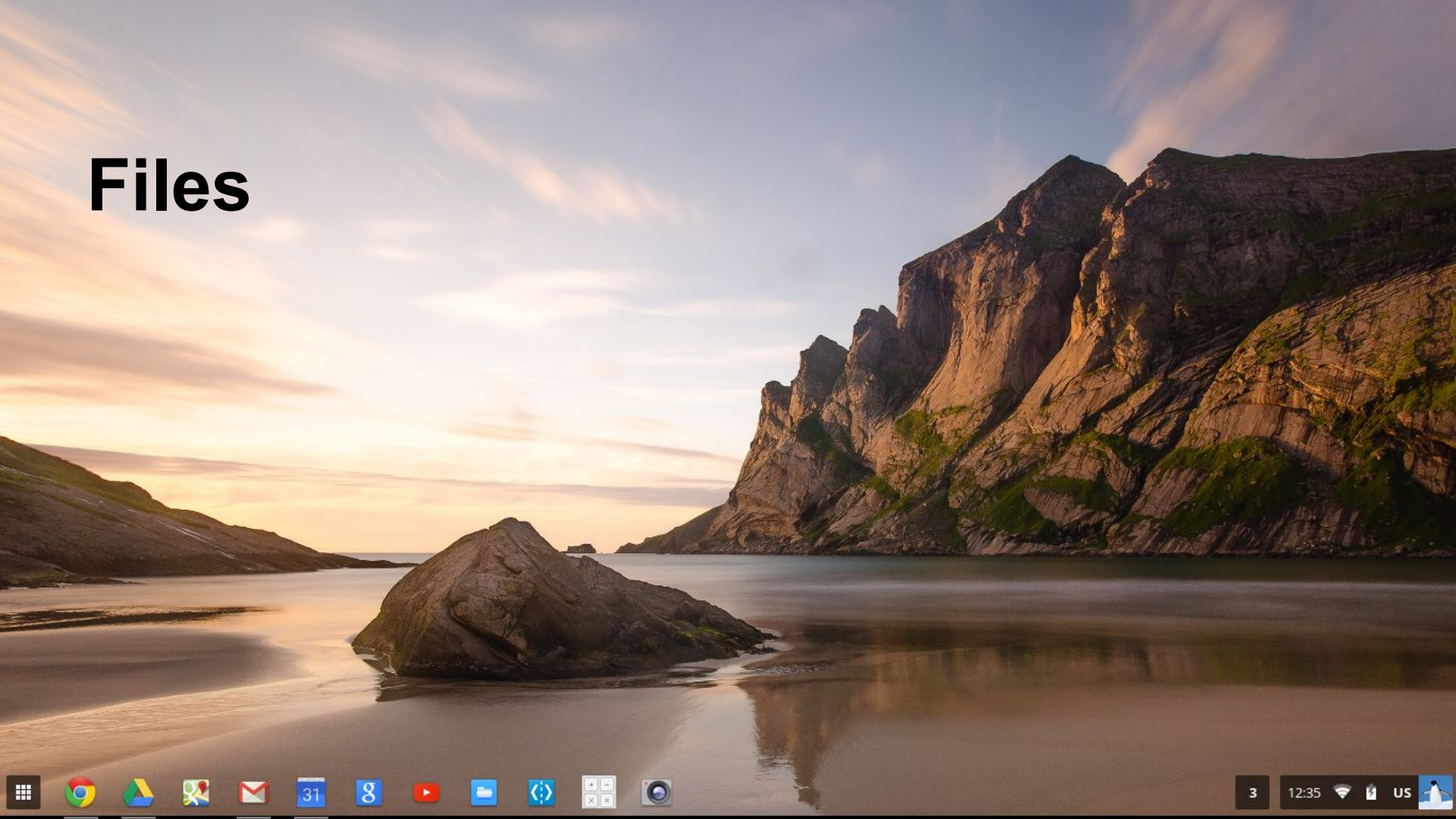
You can easily access Google Apps from the icon in the bottom left corner of the screen.

Google Apps (page 2)

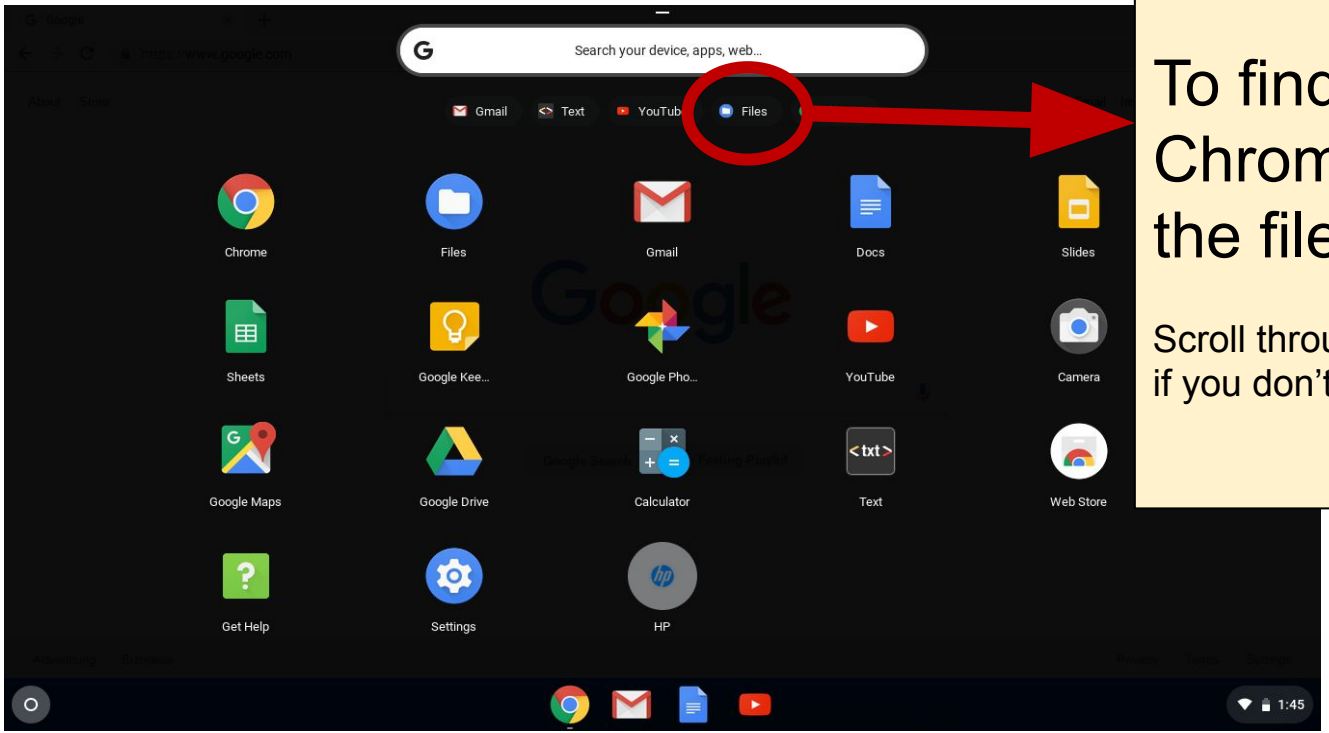


Drag and drop your favorite apps to the taskbar for quick access.

Files



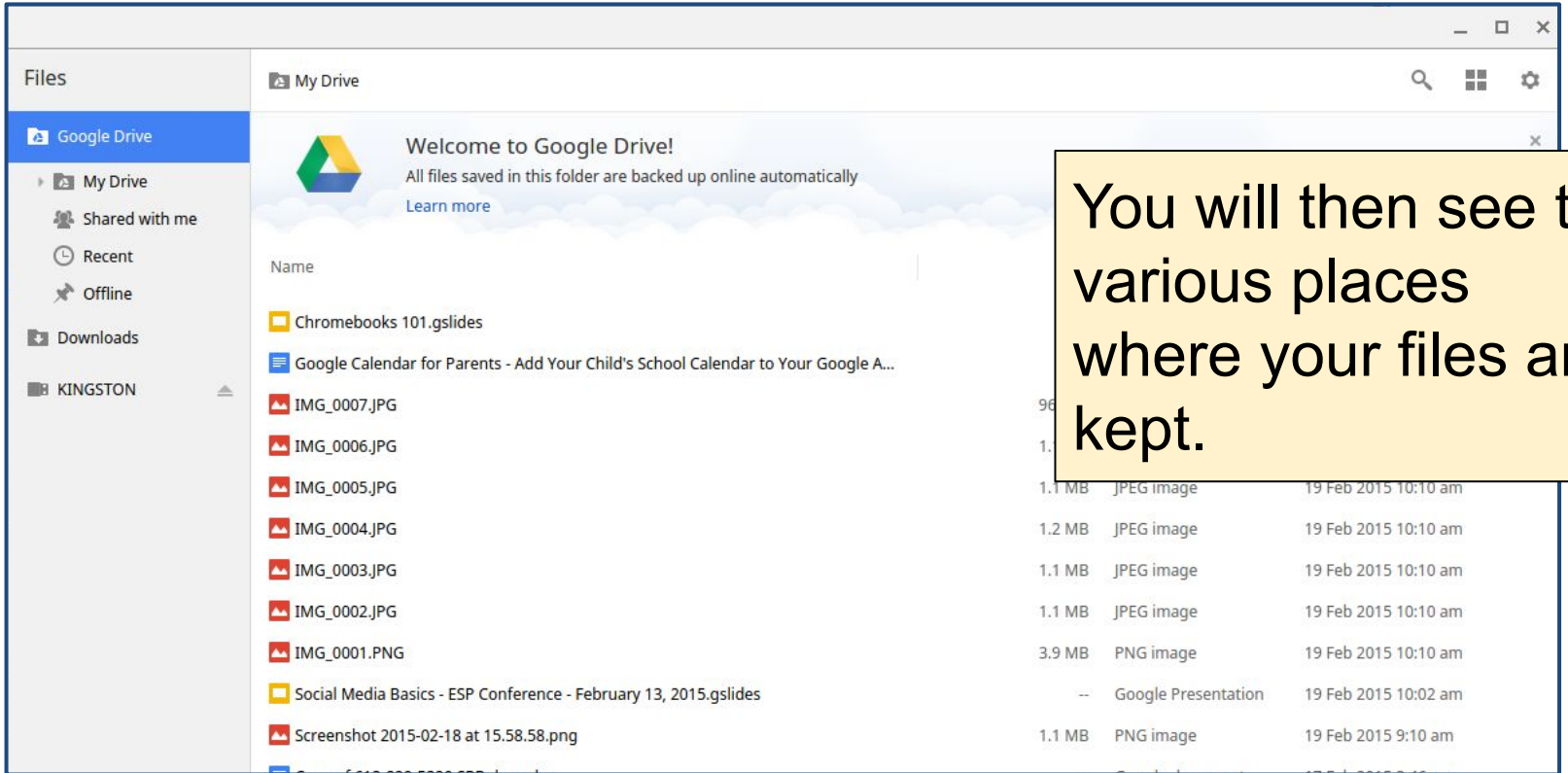
Files on Your Chromebook (page 1)



To find files on your Chromebook, click the files app.

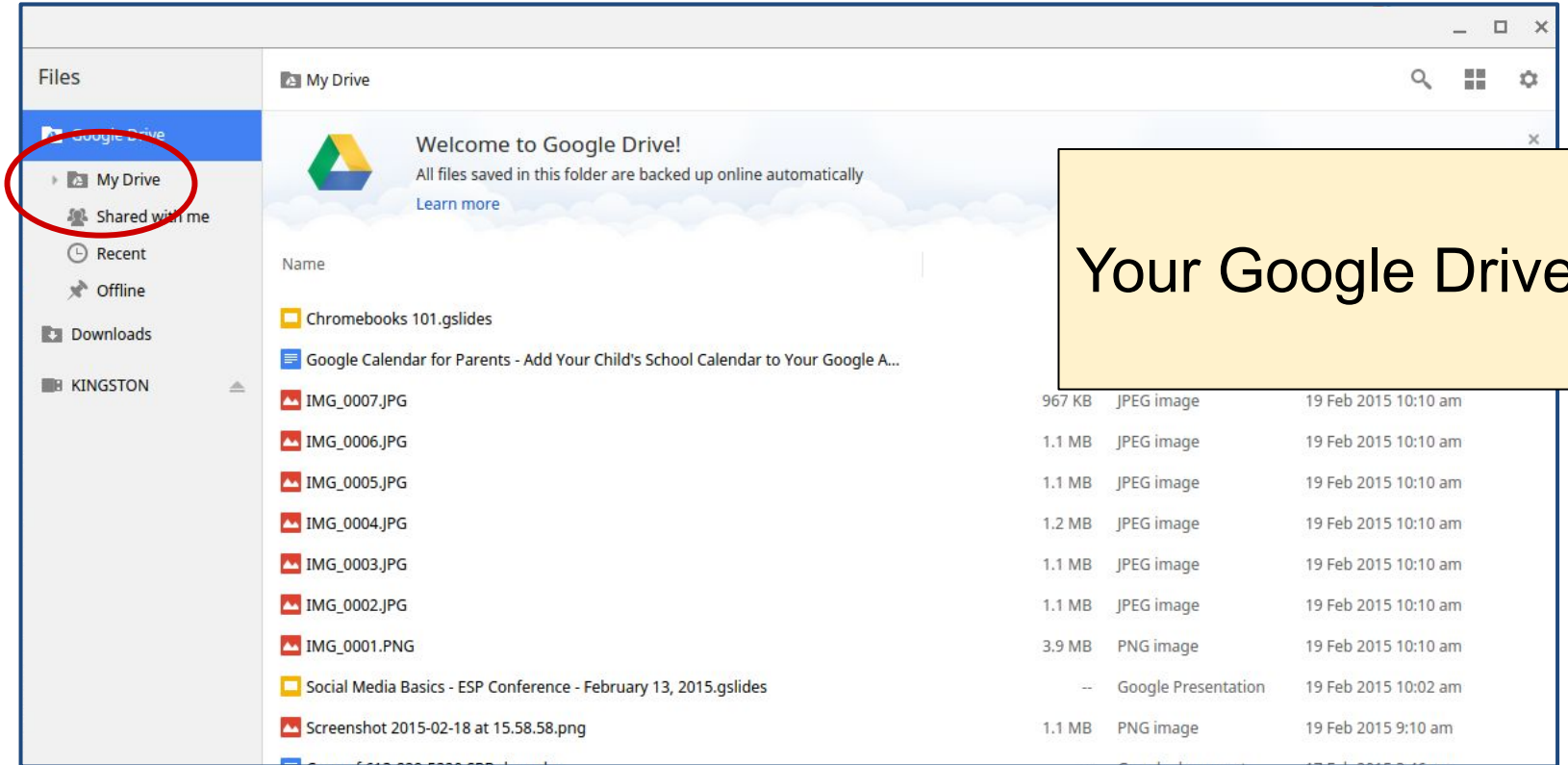
Scroll through the pages of apps, if you don't see the files app.

Files on Your Chromebook (page 2)



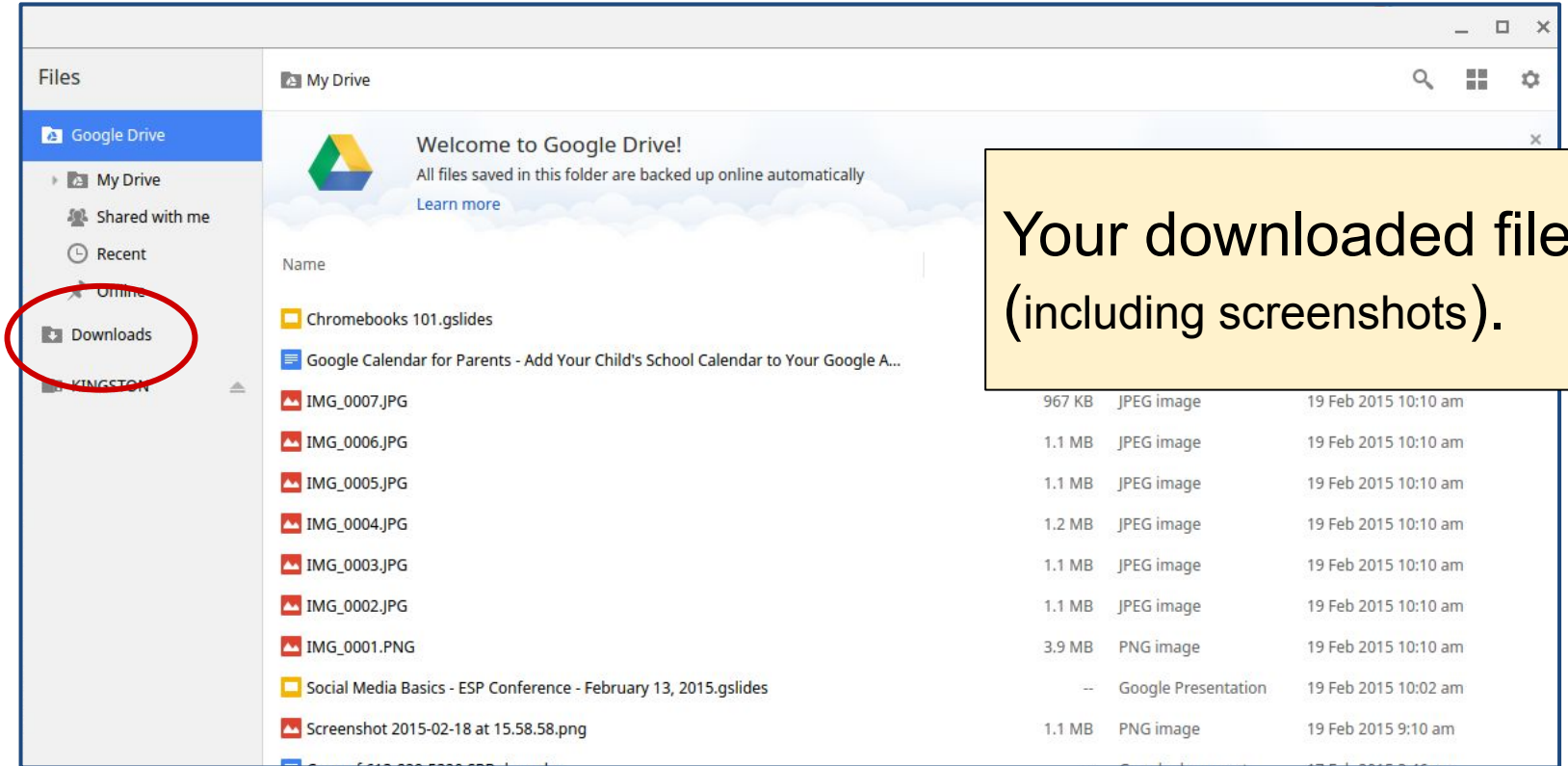
You will then see the various places where your files are kept.

Files on Your Chromebook (page 3)



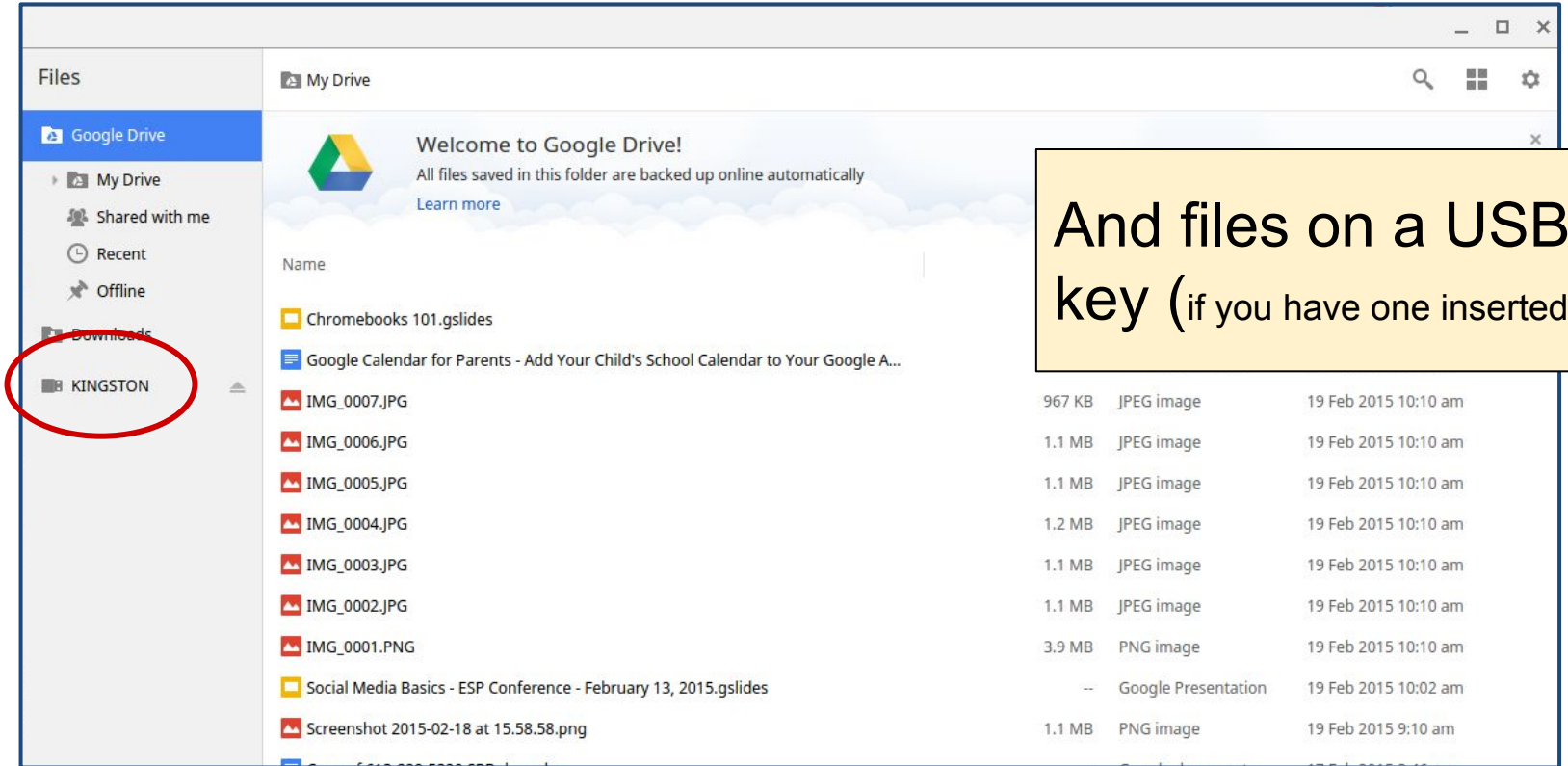
Your Google Drive.

Files on Your Chromebook (page 4)



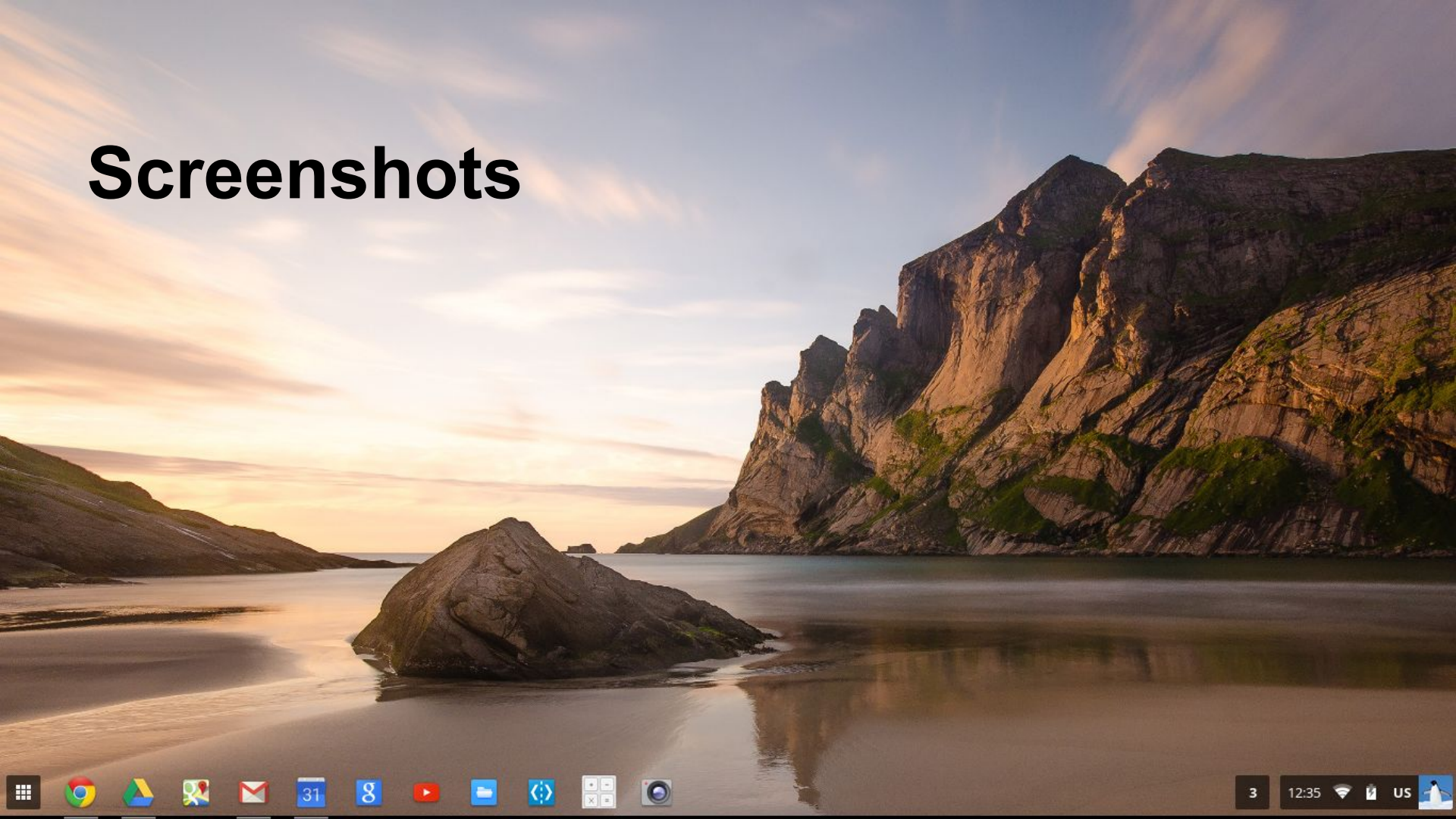
Your downloaded files (including screenshots).

Files on Your Chromebook (page 5)



And files on a USB key (if you have one inserted).

Screenshots



Screenshots

To take a screenshot, hold the ctrl + keys down at the same time.

Screenshots (page 2)

To take a screenshot, hold the ctrl + keys down at the same time.

That’s it!

Screenshots (page 3)

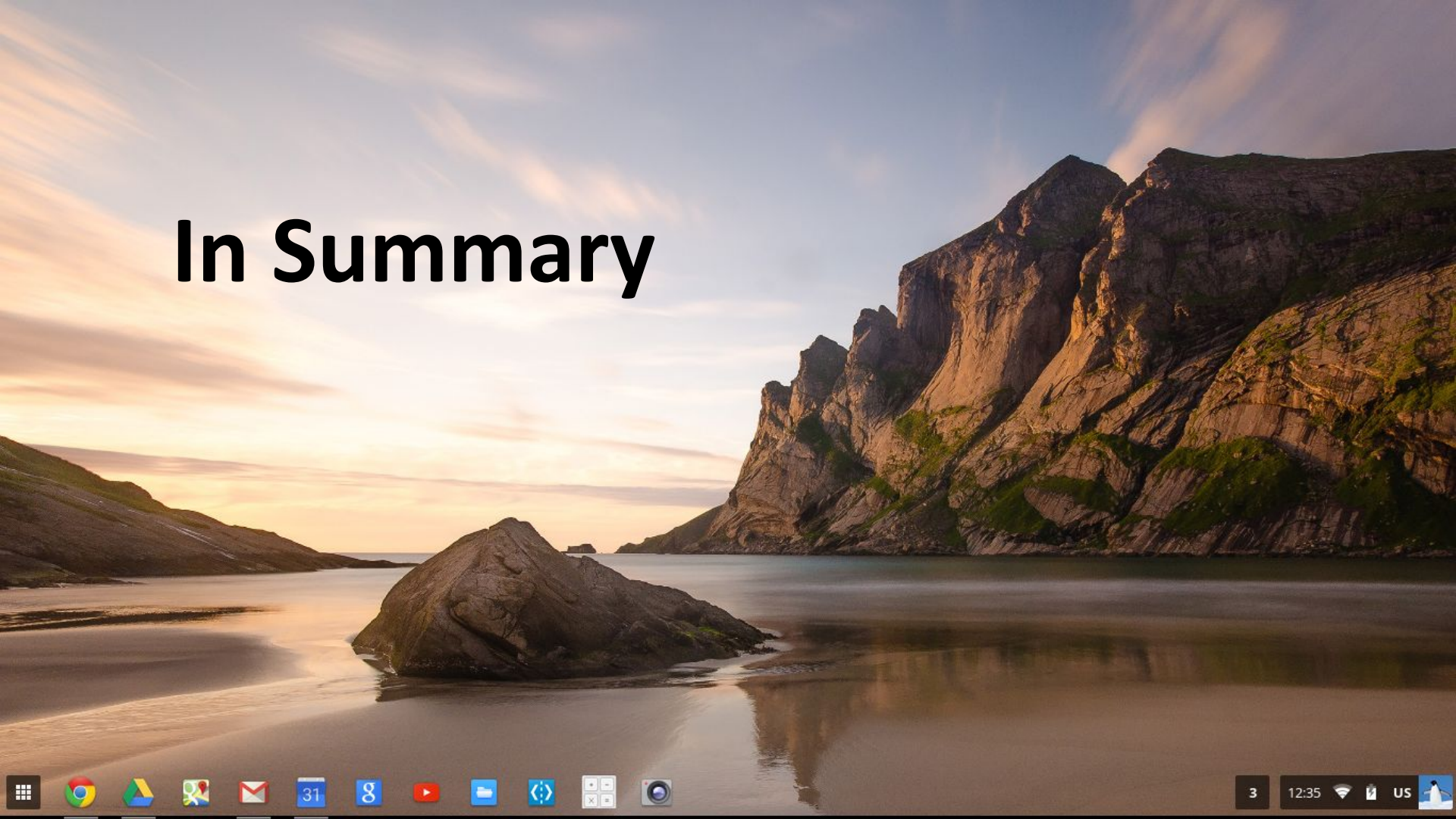
To take a screenshot, hold the ctrl + keys down at the same time.

That's it!

A pop-up will appear in the lower right corner of your screen, saying **Screenshot taken**.

You will be able to retrieve the screenshot, as an image file, in the Downloads folder.

In Summary



Chromebooks have the Best of Google

- Built-in Chrome Browser
- Built-in Google products
    - Gmail + Contacts
    - Search
    - Calendar
    - Groups
    - Google Drive

- Thousands of apps in the **Chrome Web Store** (and across the web).
- Syncs seamlessly with your Android phone, tablet, and other devices that run Chrome.
- Easy access to your Chrome bookmarks across devices.

Sources and Resources

Chromebook Essentials

Chromebooks Explained in Simple Terms – Is a Chromebook for you? - Chromebooks 101

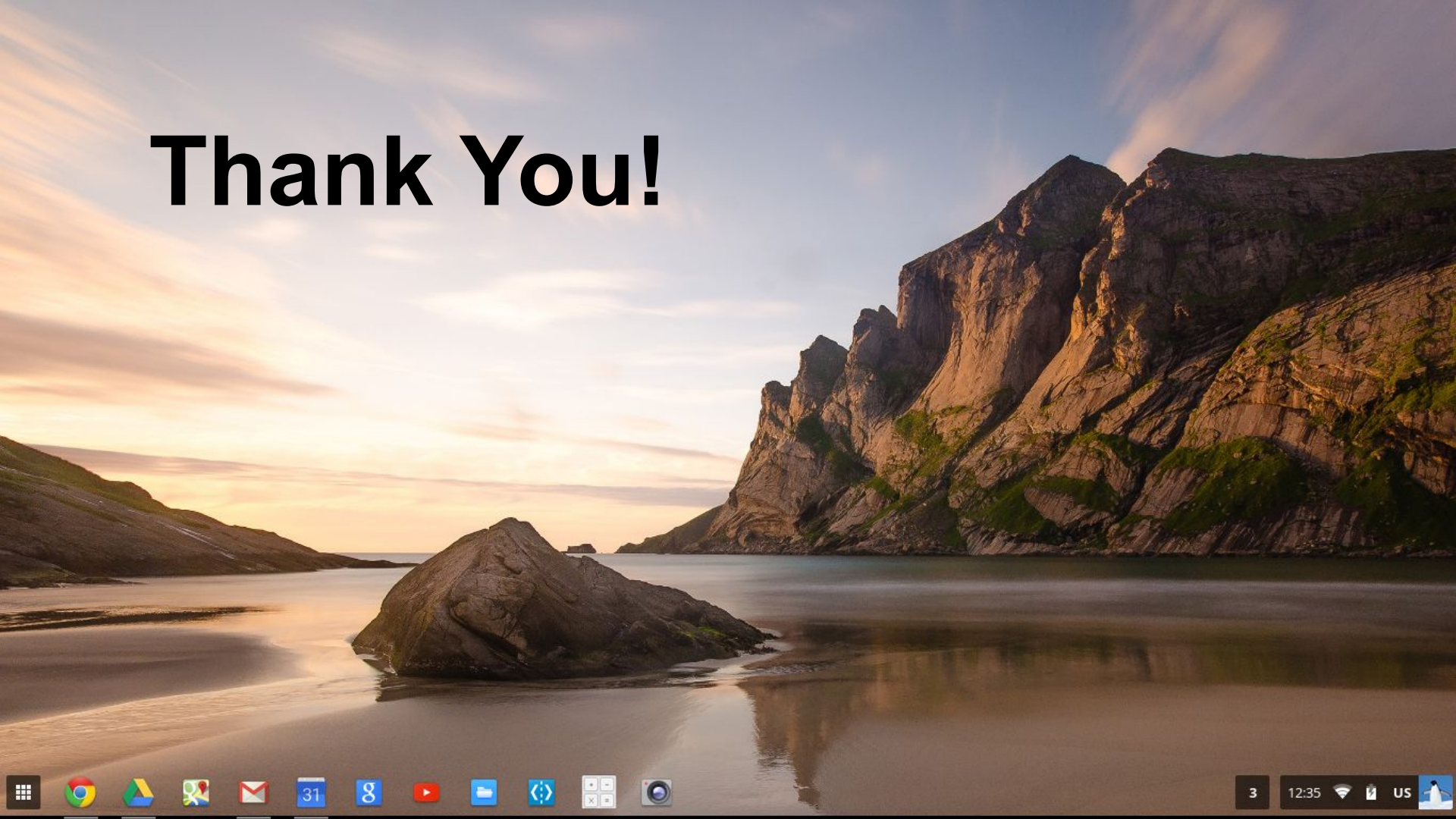
Chromebook Keyboard **Shortcuts**

Chromebooks 101

ACA Parents and Students Handbooks

ACA Chromebook Student (In SChool) Usage Agreement

ACA Chromebook Cart Policy – In School Usage


Thank You!
31
3
12:35
US