




Highland Park Public Schools Chromebook Quickstart Guide

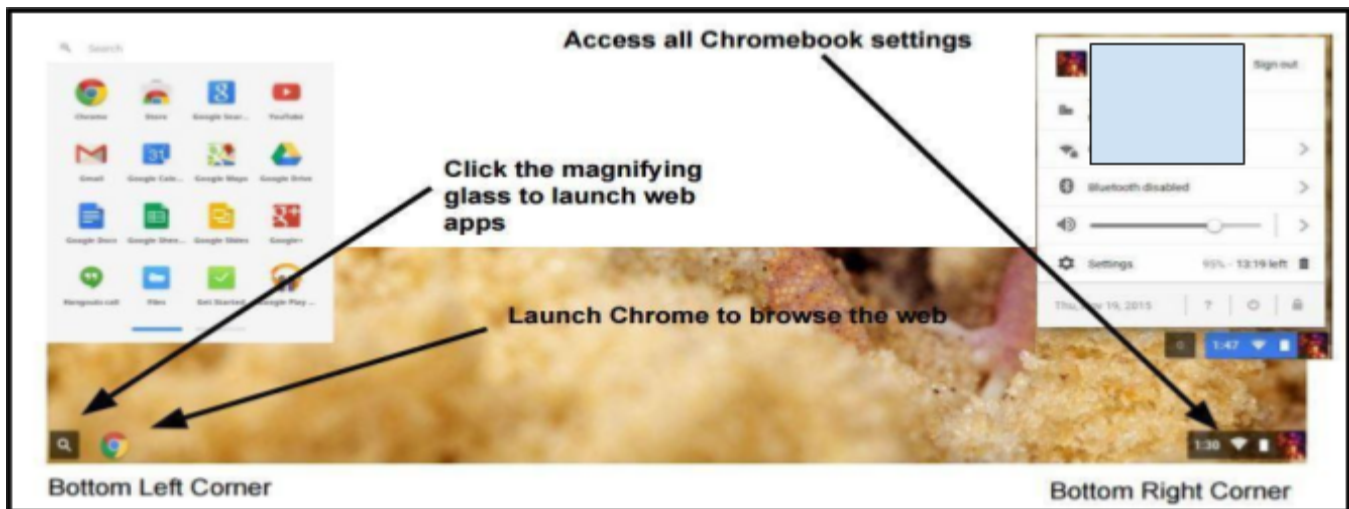
GETTING STARTED

Logging In at School

1. Turn on your Chromebook 
2. It will automatically connect you to the school's network and the login screen will appear.
3. Enter the first part of your email before the @students.hpschools.net sign.
4. Enter your password.

You will be logged into the device and any existing apps, extensions and bookmarks that you have previously added to your @students.hpschools.net account will appear shortly.


Navigating the Chromebook




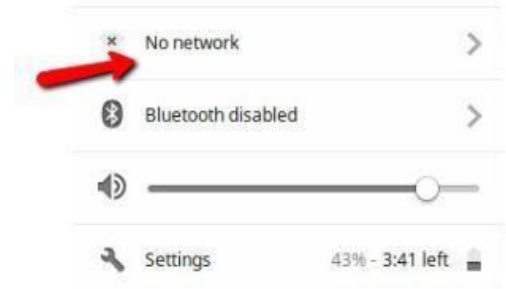


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Logging in from outside of School

1. Click on the network icon  in the lower right corner.
2. Select the status “No Network” from the menu that appears.
3. Select your wireless network from the list of detected networks.
4. Follow additional steps on-screen if they are required (such as entering network security key)

Once connected, the network icon will change to 



5. Log into the Chromebook using your *students.hpschools.net* account information.

Working Offline




Step 1: Make Google Drive available offline

1. Connect to the Internet before leaving school.
2. Open the Google Docs Offline extension
3. Click *Add to Chrome*. (If the button says “Added to Chrome,” you’ve already installed the extension.)
4. Go to drive.google.com/drive/settings
5. In the “Offline” area, check the box. It might take a few minutes for the offline access setting to turn on.
6. Click **Done**.

Your Chromebook saves your most recently opened documents so you can work on them offline.

Step 2: Work on a file offline

When your Chromebook isn’t connected to the internet:

1. In the corner of your screen, the Launcher  > Up arrow .
2. Click Google Drive .
3. Find the file you’d like to work on, and double-click to open.
4. Work on your file. Any changes will sync to Google Drive the next time your Chromebook connects to the internet.



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ADDITIONAL TIPS & TRICKS

Change the Wallpaper



Right-click (2 finger tap) on the background to set a different wallpaper.

Change your profile picture under settings


Add Apps or Extensions



Search the Chrome Store (from the Magnifying Glass) to find and add Apps and Extensions. Remember that all Apps should support learning.


Pin Your Favorites




Click on the launcher , right-click the app you want to add, and select **Pin to Shelf**.

Working with Your Files



On a Chromebook, most of your work is done in the cloud and saved in the Google Drive app , where you can create, edit, and collaborate on documents, presentations, spreadsheets, drawings, and more.

You can also download files from websites (such as PDFs or pictures). Those files are stored on your Chromebook and are available using the “Files”  icon on your launcher.

How to Print



To print at home, your printer must be Cloud-Print enabled. Go to google.com/cloudprint/ for setup information. Printing at school is available from the computers in the Library Media Center upon request.

TECHNICAL ASSISTANCE



Please note that students should report all technical questions/problems to their classroom teachers, who will then direct them, at an appropriate time, to Computer Support Teachers in their building (HS- Ms. Puccio & MS Learning Lab).



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RULES, REGULATIONS, AND RECOMMENDATIONS

The Personal Computing Device Usage Policy and Additional Guidelines for Student Responsibility Form must be signed by all students and a parent/guardian prior to receiving the Chromebook. You can view these documents at any time on the 1:1 website.

Please refer to the Personal Computing Device Usage Policy and Additional Guidelines for Student Responsibility Forms to review all official policies and responsibilities for students and parents/guardians. The rules below are policy summaries and recommendations to best provide you with a quick reference.

Overview

- All use of technology must:
 - Support learning.
 - Follow local, state, and federal laws.
 - Be school appropriate.
- Security Reminders:
 - Do not share logins or passwords.
 - **Exception: students should share passwords with parents or guardians.**
 - Follow internet safety guidelines.

Caring For the Device

- The device is district property and all users must follow all district and school policies and procedures.
- Students should use the device assigned to them and not lend their device to others.
- Students are responsible for the general care of the device issued by the school.
- **Students are responsible for arriving at school with a fully charged device.**
- Damaged devices or devices failing to operate properly must be given to a Computer Support Teacher for evaluation and/or repair.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must never be left unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme temperatures.
- Only labels, decals, stickers approved by HPPS may be applied to the device.



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RULES, REGULATIONS, AND RECOMMENDATIONS

Carrying Device

- Each Chromebook will come with a protective case. It is expected that Chromebooks stay in these cases at all times.

Care of Device at Home

- The power cord/charger should remain at home.
- Charge the device fully each night.
- Use the device in a common room at the home.
- Store the device on a desk or table - never on the floor!
- Protect the device from:
 - Extreme heat or cold.
 - Food and drinks.
 - Small children.
 - Pets.
- Do not leave the device in a vehicle.
- In case of theft, please report theft immediately to the building principal.

Technology Discipline

Most tech-related behavior violations are equivalent to “traditional” classroom violations:

- Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
- Cutting and pasting without citing sources or putting it into your own words is equivalent to plagiarism.
- Cyber-bullying is equivalent to bullying or harassment.
- Damaging or defacing the device or charger is equivalent to vandalism or property damage.

The discipline policies at each school encompass the 1:1 environment. Please reference the materials specific to each school or contact the school directly for more information.