



CANARELLI
MIDDLE SCHOOL

Chromebook Ethics 2021-2022



Chromebook Responsibility

- Congratulations on your school issued Chromebook!
- It is now your responsibility to take good care of your assigned Chromebook, charger, and case.
- Upon receiving your device, make sure to check if everything is working properly. If your device does not turn on, you will need to charge it at home first.
- If you find that something that does not work (e.g. not charging, keys not working, etc.) it is important to inform your teacher promptly so you can get a replacement device.

Chromebook Responsibility

- Write down your information on the Chromebook Identification Card and insert it on the card holder located in front of your case.



Charging

- You must bring your charger to school daily. We recommend you place the charger in the charger compartment located in front of the Chromebook case.
- Chromebooks should be charged nightly so that they are ready to use at the beginning of the school day.

(Tip) A fully charged Chromebook can last up to 8 hours. However, it is important to SHUT the device down when you're not using it. Closing the top still drains the power.

Account Credentials

- It is important that you remember your password.
- **Do not share your password information with others.**
- If you have forgotten your password or username please visit myaccount.ccsd.net
 - If you forgot your password, click on 'Reset Your Password'
 - If you forgot your username, click on 'Claim Your Account'
- If you still need help please let your teacher know.

General Precautions

- No food or drinks should be next to your Chromebook.
- Chromebooks should not be used or stored near pets.
- Before closing the screen, make sure there is nothing on the keyboard (e.g. pen, pencil, headphones, hairpins, and etc.)
 - Closing the screen with an obstacle on the keyboard may cause a broken screen or damage the hinges.

Chromebook Issues

- If you run into any problems with your Chromebook it is very important to inform your teacher immediately.
 - Then, contact Tech Support at 0399-techsupport-user@nv.ccsd.net or visit the Tech Hub at room 825.
- Visit the 'Chromebook Tech Support' page located on your Chrome bookmark folder titled 'Student Links,' for basic troubleshooting steps.
- DO NOT attempt to fix any hardware issues yourself.

Damages | Lost Items & Fines

- The Chromebook, charger and case is your responsibility and under your care.
- Accidents do happen, but you will be responsible to pay for any damages or lost property.
- Stickers are cool but they are not to be placed on the Chromebook, charger and case. You must also NOT draw and mark on them or you will be fined with a cleaning fee.

Missing Keys \$10	Keyboard Damage - \$50 (Missing 6 or more keys)	Damaged / Lost Charger \$30	Cracked Screen \$50
Liquid Damage \$100	Damaged / Lost Device Up to \$350	Damaged / Lost Case - \$30 Missing Strap - \$5	Missing Barcode Sticker - \$5 Cleaning Fee - \$5

Chromebook Case | Cleanliness

- Students **SHOULD NOT** remove the chromebook from the case.
 - The device must remain in the case within the rubber straps to prevent any damages.
- Cleanliness is very important for everyone's health.
 - If you see your Chromebook, charger and case is a little dirty please clean it with a disinfectant/alcohol wipes **ONLY**.
- **DO NOT** spray down your Chromebook. Excess amount of liquid can damage your device.

Tech HUB | Library Charging Station

- If you forgot your Chromebook at home, you will need to visit the Tech HUB in room 825 to get a loaner for the day.
 - The loaner device must be returned the same day.
- Habitually forgetting your device may lead to disciplinary actions.
- You may visit the Library before school and during lunch to charge your device.

Wi-Fi

- Chromebooks will automatically connect to the school's network.
- You will need to connect your Chromebook to your home Wi-Fi network to work on assignments and do research.
- If you do not have a internet connection at home please let your teacher know.
 - Then, contact Tech Support at 0399-techsupport-user@nv.ccsd.net

GoGuardian

- Chromebooks are ONLY to be used for school assignments and to access educational resources.
- All internet activity is monitored and tracked.
- Any inappropriate use of your Chromebook will result in disciplinary consequences.

