

# ***Chromebook Reminders***

## ***Caring for your Chromebook***

In order to be proactive in avoiding unnecessary repairs and expenses, please read the basics of Chromebook use at Lakeside:

- 1) When storing the Chromebook, store it so it is either flat on a separate shelf in your locker or supported on its side so it is not able to fall.
- 2) Cleaning:
  - a) Use a dry, non-abrasive cloth (microfiber Norwex polishing cloths work very well);
  - b) Ammonia-based or liquid cleaners will damage the screens and should not be used;
- 3) Damaged Chromebooks should be directed to Mr. Willems in room 105 or 103 (the Hatch) before or after school. The Computer Maintenance students will assess the repair needs and costs of items in need of repair. You will email or text your parents to give Mr. Willems permission to work on your Chromebook. Students will receive an invoice to be paid to Mr. Willems.
- 4) Fees for invoices are to be paid in order to receive the repaired Chromebook and are payable by cash or check (made out to Lakeside Lutheran High School).
  - a) Students who have Chromebooks being repaired will receive first priority for rentals in the Hatch.
  - b) Students with outstanding repair balances will need to rent Chromebooks (if available) from the Hatch until the balance is paid. Rental fees will be assessed (see below 7a).
- 5) Fees will be the lowest price the market has at that time.
- 6) Students are responsible for charging Chromebooks prior to the school day.
  - a) A lockable charging station is available in the cafeteria on the east end. Students will need to connect the power supply.
  - b) Students should consider using this station should they not need Chromebooks for several class periods or have an after school athletic commitment.
- 7) If you forget to bring your Chromebook to school, limited Chromebook rentals are available from the Hatch.
  - a) Charger rental is \$5 per day.
  - b) Chromebook rental is \$10 per day.
  - c) No cash = no rental
  - d) Students are **not** guaranteed a rental Chromebook as a limited supply is available.
  - e) Students are responsible for the care of rental devices and will be accountable for any damages to rental Chromebooks.

- 8) Powering on/off vs. opening/closing the device:
  - a) Manually powering on and shutting down the Chromebook allows the device to “rest” and reboot its applications.
  - b) Opening and closing the device transitions it out of or into “sleep mode” where the device is still communicating AND logged in.
  - c) Students not using a Chromebook for more than one class hour should manually shutdown the device. It is a short process.

### **Highlights from the Acceptable Use Policy**

- 1) The Sound of Music
  - a) Volume **must** be off at all times unless indicated otherwise by your teacher (3.5 #1)
  - b) Students are responsible for supplying their own headphones and earbuds (3.5 #2)
  - c) Students must not listen to music in the classroom unless an exception is granted by the classroom teacher (3.5 #3)
- 2) Printing
  - a) Students are permitted to print materials at their teacher’s discretion. Teachers will indicate which printers are available for use (3.6)
  - b) The printing of materials on Lakeside’s campus is a privilege and will be revoked if abused.
- 3) Privacy and acceptable use:
  - a) Chromebooks are personal devices and should not be shared with other students (2.1 #15)
  - b) Google uses the Chrome operating system for all Chromebooks. Students are not to install any other operating systems (1.1 #5)
  - c) Student Chromebook communication is monitored by Lakeside administration (AUP Sec. 2 #2)
  - d) Passwords are to remain private at all times. Each student is responsible for all activity conducted under his/her username (AUP Sec. 1 #1)
  - e) Tethering the device, using your phone as a hotspot, or other manipulations of the Chromebooks is a violation of the Acceptable Use Policy. Such actions will be directed to the Assistant Principal of Student Life.
  - f) Above all, **be a Christian** while using any device. “We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.” - 2 Corinthians 10:5
- 4) Passwords
  - a) If you forget your Google password to access your Chromebook, speak to your teacher to have your password reset.