

St. Cecilia School

O A K L E Y

Caring for your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks are expected to be returned in the same condition as when they were lent out. Any damage that occurs to Chromebook or Charger will be the responsibility of the family of the student to which it was assigned.

General Precautions

- **No food or drink** should be next to Chromebooks.
- Cords, cables, headphones and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing or drawing. All labels should remain on the Chromebook (eg. Serial Number, CPS/Seton Sticker, Student name & room label)
- Heavy objects should never be placed on top of Chromebooks.

Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open. Do not leave Chromebook in a place where it can be sat or stepped on.
- Do not leave Chromebook or charger where younger siblings or pets could get to them and damage them.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth. Do not use any liquids to clean the computer or screen.
- Do not subject the Chromebook to extreme temperatures.
- Do not eat or drink on or near the Chromebook.

Connect your Chromebook to Wi-Fi

To connect to the Internet, use a compatible Wi-Fi network.

Step 1: Turn on Wi-Fi

1. At the bottom right, select the time.
2. Select Not Connected  .
Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on Wi-Fi.
4. Your Chromebook will automatically look for available networks and show them to you in a list.

Step 2: Pick a network and connect

Connect to an open network

Select the Wi-Fi network .

Remember, your information might be visible to other people on this network.

Connect to a secure network

1. Select the secure Wi-Fi network .
2. Type the network password.
3. Select Connect.

While Chromebooks are being monitored by GoGuardian through the school, parents should always be watchful of what their students are doing when they are on their school Chromebooks. Students should only be using Chromebooks for school assignments. Any student caught misusing the Chromebook will be subject to school discipline which may include suspension of their school accounts.

Spectrum is offering free internet service for 60 days for all families in Ohio who have students K-12 and/or college students. To apply, call 1-844-488-8395.

You can also contact Internet Essentials to see if you qualify for free internet - internetessentials.com/apply