Carver Chromebook Instructions and Care
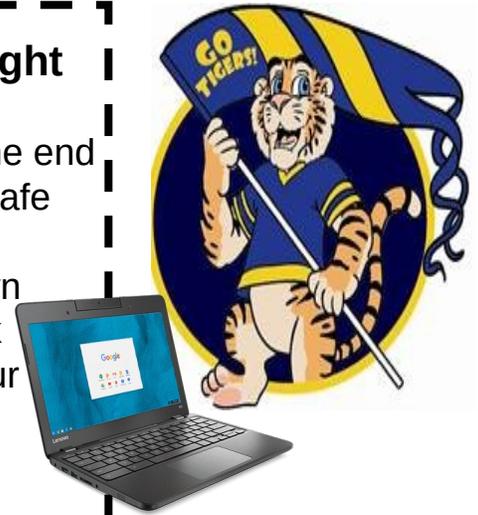
Carrying the Chromebook

1. The protective cases provided with the Chromebooks protect the devices for the general everyday use.
2. It is recommended to put the Chromebook in the carrying case. Then, put the carrying case in your backpack. Ensure that heavy books or other objects are not leaning against the Chromebook.

Charge Overnight

Plug in your Chromebook at the end of each day in a safe location. Once charged, shutdown your Chromebook and place it in your carrying case.

General Precautions

1. The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
2. Only use a dry, clean, soft cloth to clean the screen. DO NOT USE cleansers of any type.
3. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
4. Chromebooks and cases must remain free of any writing, drawing, stickers, labels, etc. (these devices are property of the Chesapeake Public Schools).
5. Never leave the Chromebooks unattended or unsecured.

6. Do not sit items on top of Chromebook.

7. Take it home every day and store in a safe and secure place.

8. Never leave device in a place that is experiencing extreme hot or cold conditions or near liquides.

9. Never give your passwords to anyone other than your parents/guardians. This practice will help make your information more secure.

10. Asset tags may not be modified or tampered with in any way.

How to Log In

Step 1: Open the lid. The Chomebook will automatically start. If it does not, press the power button in the upper right corner of the keyboard.

Step 2: Select the Wifi button and to your home network.

Step 3: Enter the student's Google login and select Next. Then, enter your password and select Next.

How to Access Chrome & Navigate the Chromebook Desktop

When looking at the Chromebook Desktop there are three main areas that users need to access: (1) the "Launcher" provides access to the Chrome Browser and other G Suite Applications, (2) the "Shelf" will show your frequently used applications, and (3) the "Status Bar" which expands into a menu that allows you to adjust settings for your device, monitor your Wi-Fi, sign-out and turn the Chromebook off.

This is your **Chromebook** Desktop:

To access the internet, open the launcher and select the **Chrome Browser**

Use the search feature or select the icons to open applications from the Launcher

Your most-used applications are found on the **"Shelf"**

The **"Launcher"** will help you access G Suite Applications

Click on the **"Status Bar"** to gain access to adjust device settings, connect to Wi-Fi, check for updates, sign-out, or shut down your machine.