Kennard Elementary School
Introduction to Chromebooks for Parents
Going Google at KES!

- Ability for students to email their teacher
- Collaborate on projects with classmates
- Complete projects and assignments using Google Apps for Education
- Take notes online
Student Activities Prohibited:

- Any action that violates existing Board policy, the QACPS Code of Conduct, or public law. Please review these forms that were sent home or you can access them online at the URL provided.
- Access or use of any other email program account other than the one issued by the school.
- Use of chat rooms, instant messaging services, internet/computer games, or social media.
- Giving out personal information except in an instructional context or in the performance of the QACPS business and with permission of the school district.
QACPS Acceptable Use of Electronic Networks Policy

Student Activities Prohibited:

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Gaining unauthorized access to other student’s accounts, files or data, or sharing passwords.
- Attempting to defeat computer or network security, uploading or transmitting computer viruses, and installing or uploading programs that interfere with the performance of the network, internet or hardware technology resources.
The students are responsible for the Chromebook, case and power cord that has been assigned to them! Technology is a privilege, not a right. Inappropriate use could result in disciplinary consequences.

**General Precautions:**
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks. Put the cords in the front pocket ONLY!
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks must never be left in an unlocked car or unsupervised area.
Cases
- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect his/her device.

Carrying Chromebooks
- Always transport Chromebooks with care and in the provided protective case.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
Screen 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 place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
Asset Tags:

- All Chromebooks will be labeled with a KES tag and a QACPS asset tag.
- Tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.
● Students should have their Chromebooks with them everyday or they may be required to call home to have a parent bring the device to school.
● Battery life is about 9 hours - the Chromebook should be charged every night before going to bed so that students can have a full charge the next day. IF the battery is running low during the school day, every classroom will have a charging station that can be used to recharge the battery.
● The sound on the device must be muted at all times. Headphones may be used at the discretion of the teacher. Students may bring their own headphones/earbuds to class everyday!
If something is wrong....

● You will need to hold the power button down and restart the Chromebook. This will NOT hurt the computer.

● If the Chromebook becomes damaged or inoperable, the student must report it to Mrs. Miller in the Media Center immediately.

● For troubleshooting tips, visit chromebook.qacps.org.
1. How many USB drives?
2. Locate the CD Drive.
3. Find the camera.
4. Locate the Microphone.
5. Locate where their Headphones go.
1. Turn on your Chromebook and log-in.

2. You will encounter 2 different login screens:
   - Chrome screen - use your email address and your password
   - Blue screen (rocket.qacps.k12.md): use your 5 digit code and your password.

3. Record your user names and your password in a safe place.
Icons and Apps

Google Chrome
G-mail
Google Calendar
Google Apps
Google Drive
Google Docs
Google Presentations
Google Sheets
1. Are the Chromebooks covered by insurance? Yes; the insurance company will repair or replace (at their sole discretion) hardware failure and damage by accident for the specific technology covered under the warranty agreement with a 3x per device limit. They are not covered for fire, if lost or if it is stolen.

2. Is there a filter set up on the Chromebook? Yes, the filter will also work at home.

3. Can Chromebooks work offline? Yes, they are similar to iPads in that they mimic a browser. The students can operate on Google Drive offline and it will save their information when they return to school.
Go to www.qacps.org
Click Parents
Click One to One Initiative
Click Elementary School
OR
http://www.qacps.org/onetoone