

CHROMEBOOK USE, CARE, AND STORAGE ROUTINES

- Never pile things on top of the Chromebook.
- Store Chromebooks flat and standing up on its side.
- Always use two hands to carry the Chromebook.
- Never leave the Chromebook unattended for any reason.

USE HABITS

- Use two hands to open the lid.
- Close the lid of the Chromebook before standing up.
- Follow all directions given by the teacher.
- Center the Chromebook on the desk.

GENERAL CHROMEBOOK CARE

- Vents should remain uncovered.
- Clean the screen with a soft, dry microfiber cloth.
- To clean other parts of the Chromebook (including keyboard), use designated computer disinfectant wipes. Never clean a Chromebook with water.

TROUBLESHOOTING TROUBLESHOOTING PROCEDURE

- Always try restarting the device as the first step in troubleshooting.
- If appropriate, a student may ask a classmate for help.
- Students may ask a teacher if he/she is available to help.
- Students are reminded not to spend too much time troubleshooting to avoid missing too much class time.

EMAIL FOR STUDENTS PURPOSE - Classroom Instruction

All SSD students are issued an email account. This allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

GUIDELINES AND REMINDERS

- The email should be used for educational purposes only.
- Email messages may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' emails.
- All email messages are property of the District.
- Students should not delete emails unless instructed to do so by a teacher. Deleting emails will be interpreted as suspicious behavior and may be followed up with further investigation or disciplinary action.
- The email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

For support please fill out Google Form following this link: <http://it.sumterschools.net/support>