



student
Chromebook guide

September 2018

What is a Chromebook?

A Chromebook is a laptop computer that runs a lightweight operating system called Chrome OS. Chromebooks access apps and content through the Chrome web browser. They have integrated access to Google apps and store files in Google Drive. They can also access other online storage, such as OneDrive.

Note: DDSB-issued Chromebooks will only work with your DDSB account. You cannot log into these devices with a personal Google account.

What is the DDSB 1:1 Program?

Every Grade 7 and 10 student in the Durham District School Board is being issued a Chromebook to use for school activities. Your Chromebook is your responsibility to care for and bring to school each day charged and ready to use for learning. You will keep this laptop for the next three years.

Home Use

Your Chromebook is property of the DDSB, but is yours to use at school and at home. You are able to connect to your own Wi-Fi network at home, add home printers and connect other peripherals. It is your responsibility to care for it in and out of school.

Printing

Chromebooks are not able to print on the DDSB network. Please think about how you can work digitally and help contribute to reducing our paper usage at your school. If you need to print something, you can access the file on a Windows computer in the school by logging into your Google Drive.

Service Requests

If there is a non-physical problem with your Chromebook, please first attempt rebooting the device and logging in again. If this does not solve the issue, or something is physically broken, please report the issue to a teacher so that a Help Ticket can be submitted. If loaner Chromebooks are available at your school, you can sign one out from the Library to use for class while you await repair or replacement.

Damage

Treat your Chromebook with care and respect. Carry it in a backpack or bag to protect it in transit. You can wipe your device down with a damp cloth if it needs cleaning; please avoid abrasive or chemical cleaners. If your Chromebook is damaged, report it to a teacher and they

will be able to help you with starting the repair. If the damage is intentional, you will be responsible for the repair or replacement costs of the device.

Peripherals and Power

Each Chromebook is issued with a power adapter for charging at home. Additionally, each school is supplied with extra power adapters in case you need a charge in an emergency. If you prefer a mouse, headphones or other peripherals, you can purchase any for use with your Chromebook. Most mice and headphones work with Chromebooks.

Loaners

A small pool of loaner Chromebooks have been assigned to each secondary school. These devices are intended for short-term use when a student's Chromebook has a problem and they are awaiting repair or replacement. Check with your school about your procedures for loaner devices. Elementary students should check with your teacher about what to do if a temporary device is needed.

Lost or Stolen Devices

If your Chromebook is lost or stolen, report it to a teacher or administrator at your school as soon as possible.

Student Departure from School

If you are leaving your school, please speak with the office about your departure date. Depending on where you are moving, your Chromebook may go with you to your new school or may need to be left at your current school.

Student Support

If you need assistance using your Chromebook, your first point of contact should be your classroom teachers. They will be able to help you with how you are expected to use your device to complete activities for class.

Educational Technology Coaches

Educational Technology Coaches are available to help staff and students leverage technology in teaching and learning. Coaches assist teachers and students with ways you can use technology at school and to improve its effective use in your learning. Secondary schools have coaches assigned to them while elementary schools are available system wide.