

Getting Started With Your Chromebook



Touchpad - the touchpad works like most touchpads on a regular laptop.

Move the pointer - Move your finger across the touchpad.

Click - Press or tap the lower half of the touchpad.


Right-click - Press or tap the touchpad with two fingers. You can also press **Alt**, then click with one finger.

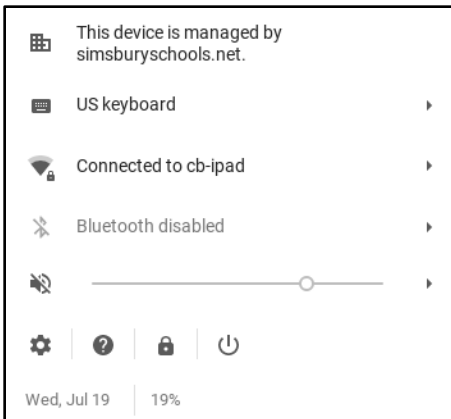
Scroll - Place two fingers on the touchpad and move them up and down to scroll vertically, or left and right to scroll horizontally.


For more on the touchpad go here:

<https://goo.gl/pMMQvd>



Status Tray - The status tray is the area at the bottom right of your chromebook screen. Click on it to access Settings/ WiFi/ Volume/ Help menu/ Shutdown button 



Wifi - To change or connect your wifi connection, click . This will bring up a list of Wifi networks that you can connect to. It is strongly recommended that you only connect to secure wifi networks, which is designated by a small lock next to the WiFi signal. When you click on the network you want to connect to, you will be prompted to enter a password. Enter the password and click Connect. At school, your Chromebook will automatically connect to the district wifi.



The Shelf - The shelf on the chromebook is similar to the task bar on a Windows PC. It is where you access apps that are pinned or running.



Chrome - This is the web browser and the app you will be using most

Drive - This is where you go to access all of your Google Docs, Sheets, Slides, and other files

Apps Launcher - To view all of the apps on your Chromebook, click here

Printing - Instructions on how to print from your Chromebook at home can be found here:


<https://goo.gl/iQTq7z>



Working Offline - Offline access can be enabled following these instructions:

<https://goo.gl/GvuzxC>



Additional Information - More information can be found by clicking Help  in the Status Tray menu.

<https://goo.gl/xwKiT5>



SIMSBURY PUBLIC SCHOOLS STUDENT PLEDGE FOR CHROMEBOOK USE

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended in an unsupervised or unsecure location.
3. I will never loan my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will bring my Chromebook fully charged to school daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while stored properly in the case provided.
9. I will use my Chromebook in ways that are appropriate and educational.
10. I will use my Chromebook as directed by my teacher, the same as any technology.
11. I will not place decorations (such as stickers, markers, etc.) on the Simsbury Public Schools Chromebook. I will not deface the asset tag or serial number Chromebook sticker on any Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Simsbury Public Schools.
13. I will follow the policies outlined in the *Chromebook Procedures and Information* and the District's *Acceptable Use Policy*.
14. I will report any operational problems or damages to the student help desk as they occur.
15. I will file a police report in case of theft, vandalism, and other necessary acts.
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I agree to pay for the replacement items in accordance with the above document in the event any of these items are lost or stolen.
18. I agree to return the Simsbury Public Schools' Chromebook, case, and charger in good working condition.