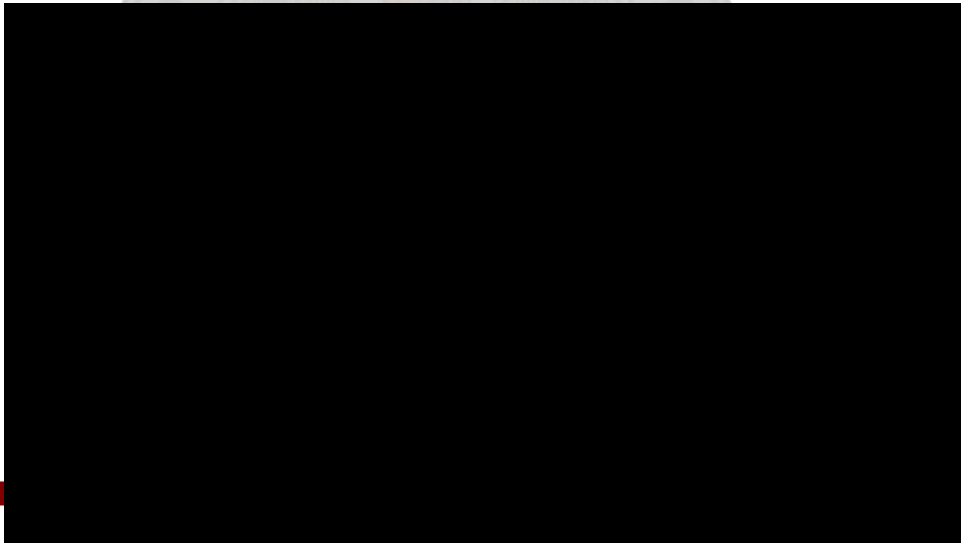# GlobalLee 1:1

Substitute Training

GlobalLee 1:1

GlobalLee

1:1 computing
Modern collaboration tools
Digital content
Instructional strategies

BYOD

Bring Your Own Device
[School District of Lee County Board Policies](#)

What is a Chromebook?

Laptop
- Long battery life
- Simple
- Speed
- Security

Student Chromebook

Students will receive Chromebooks on or before
   September 8, 2015
Chromebooks checked out in Destiny
Students will receive:
  Chromebook
  Power Cord
  Protective Sleeve

Dell Chromebook   +   Power Cord   +   Protective Sleeve

Taking Care of Chromebooks

Student's should:

Use protective sleeve when not being used or
Zip protective sleeve
Leave labels intact and visible
Put their name on their Chromebook
Keep food & drinks away of their Chromebooks

Student's should:

Clean Chromebooks with a damp cloth to wipe it down and a microfiber
   cloth to clean the screen
Charge Chromebooks in a safe place where someone is not likely to trip

The sleeve is top-loading so you can easily insert or remove your Chromebook while inside your backpack.

Need to carry it outside of a backpack? Turn it sideways and carry it using the secure handle.

Need to carry your power cord? Slip it into the front zipper pocket.

belkin

Chromebooks Arrive Charged

If Chromebook is left at home, then
>> contact a parent to bring it to school
>> if parents are unable to bring the chromebook to school, the school may
>>> provide another way to access work.

If Chromebook is uncharged, then schools may
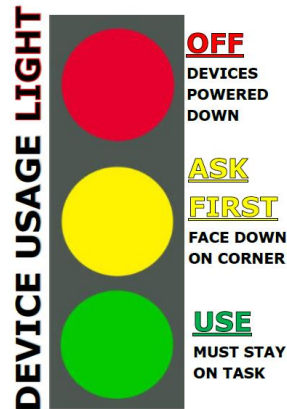>> provide a loaner power cord
>> provide another way to access work

Use Chromebook When Appropriate

Teachers decide when and how it is appropriate to utilize devices

Schools will define Technology Free Zones

DEVICE USAGE LIGHT

OFF
DEVICES POWERED DOWN

ASK FIRST
FACE DOWN ON CORNER

USE
MUST STAY ON TASK

Sound

Students will be polite as not to disrupt the class.
They will:
  use headphones, when appropriate
  keep sound muted on Chromebooks

Chromebook Outside of School

Chromebooks can be used anywhere

Documents will be downloaded on the device so students can work on them without Internet access

Students can connect to WiFi outside of school

1. Click on the WiFi icon on the bottom right of the page
2. Click on the WiFi network you wish to connect to
3. Enter the WiFi password if prompted

Safe Internet Browsing

Chromebooks are configured for safe browsing
Filtered for inappropriate content
Internet browsing should always be supervised
Students must follow the District's Acceptable Use policy anywhere the Chromebook is used.

Chromebook Apps

Google Drive: Cloud Storage
Stored documents accessed from any device, anywhere

Google Docs: Word Processor
Similar to Microsoft Word
Automatically stores documents in drive

Google Sheets: Spreadsheet
Similar to Excel

Google Slides: Presentation Software
Similar to PowerPoint

Chromebook Apps

Google Classroom
Classroom in the cloud
Teachers can distribute and collect assignments via the web

Google Drawings
Drawing and diagram application

Google Keep
Virtual notebook that syncs data across all devices

Additional Apps
Teachers will tell students apps that need to be installed
Only able to install approved apps

Damaged Chromebooks

If Chromebooks are not functioning properly or damaged:
1. Students will notify teacher
2. With teacher permission, students will take the device to the Chromebook designated area (usually Media Center) and swap out the device
3. Students will login with District Account

Lost or Stolen Chromebooks

Students are responsible for security and
of Chromebooks

- $300.75 - Chromebooks
- $45.00 - Lost/Stolen Power Cord

Lost/Stolen Procedures:

1. Contact local law enforcement and generate a police report
2. Report missing device to teacher
3. With teacher permission, students will take the device to the Chromebook designated area (usually Media Center) for a replacement
4. Login to the device
5. Schools will contact students to pay for lost/stolen device

Returning Chromebooks

Students will return Chromebooks, power supplies, and sleeves at the end of the year or transferring out of a school

Chromebooks must be in good working order

Replacement rates:
   Chromebook - $300.75
   Power Supply - $45.00
   Sleeve/Case - $9.75