



Chromebook Checklist 7-8

Use this document to ensure your child is ready for Remote Learning!

A team of staff volunteers has devoted a great deal of time and care to preparing devices for every child at Burley. Please use this checklist to confirm device and student readiness and ensure a smooth start to Remote Learning:

Connect to your home Wi-Fi.

Set up your CPS account for the new year.

If your child has any trouble logging in, refer to the enclosed CPS Account Information document for information. Use the Burley Help Desk at tinyurl.com/burleyhelp to request assistance.

- ✓ Have your child set their CPS profile picture to be an image of their face – this is their digital representation for remote learning, so students will not be using other designs or images at this time.
- ✓ After opening Chrome, use the “waffle” icon in the upper right corner to access Mail, Classroom, and Calendar.
- ✓ Archive previous classes and all previous email messages. (We will provide support for this during Remote Learning too.)

1. Click the area on the lower right of the screen.
2. Click **Settings**.
3. Click **Available networks**.
4. Click the network to which you wish to connect.
5. Enter all necessary login information.

Check device functionality.

Test:

- ✓ Your Wi-Fi connection – can you open different websites?
- ✓ Speaker/headphones – can you hear sound at an appropriate volume for learning?
- ✓ Microphone – does it work properly on its own, and with any headphone-microphone combo? Test at wevideo.com or any other recording website.

Practice using and caring for the Chromebook.

Your child should:

- ✓ Open and close the screen GENTLY from the center.
- ✓ NEVER place a pen or pencil or other object on the keyboard. This is a common cause of cracked screens.
- ✓ Not eat or drink over the Chromebook; crumbs and debris can interfere with keyboard function, and spills can be disastrous!
- ✓ Carry the Chromebook in the Burley “hug,” with the screen closed and the device close to the body. Yes, even our big kids use careful procedures with school devices.
- ✓ Plug in the Chromebook where it will “sleep” every night – a safe location away from toys, pets, food, or other sources of damage, and somewhere it can’t become a late night distraction for anyone in the home!
- ✓ Refresh keyboarding skills. Fluency with the keyboard will make remote learning more productive and efficient! There are many free websites available to practice keyboarding skills.
- ✓ Visit support.google.com/chromebook to learn shortcuts and basic features as needed. (Don’t worry – we will help students learn to navigate their devices too!)

Visit cps.edu/remotereading for more information about digital tools.
For support, submit a request to the Burley Help Desk at tinyurl.com/burleyhelp.



School Device Rules & Guidelines

Please review the enclosed Mobile Device Use Agreement with your child and reinforce these rules:

Yes	No
<p>Learning</p> <p>Creative projects</p> <p>Reading digital books and magazines</p> <p>Following teacher directions to communicate with teachers and peers about learning</p> <p>Keeping the Chromebook in a safe, consistent location after the learning day is over</p> <p>Watching learning videos</p> <p>Accessing enrichment activities. Links and suggestions will be available on teacher pages and on the Burley website.</p> <p>Demonstrating responsibility and care</p> <p>Thinking before you click!</p> <p>Following the CPS Acceptable Use Policy at cps.edu/aup.</p>	<p>Inappropriate or harmful use of CPS Google tools or devices</p> <p>Taking photos, videos, or downloading images unrelated to learning or projects</p> <p>Allowing others to use the Chromebook</p> <p>Sharing passwords or accessing passwords or accounts of others</p> <p>Installing unapproved extensions</p> <p>Changing Settings</p> <p>Opening CPS Standardized Testing apps, as they may lock the device (we are unable to remove those apps)</p> <p>Creating or viewing inappropriate material</p> <p>Unkind or hurtful communication</p> <p>Social networking or video games</p>