

Chromebook and iPad Basic Guide

Please See District Website for Updated Details (www.sps186.org)

How to clean:

1. For everything EXCEPT screen:
 - a. Paper towel or lint free cloth dampened with cleaning solution.
 - b. Disinfectant wipe that has been wrung out.
 - c. Wipes and towels should **not** be wet or dripping
 - d. Gently wipe all surfaces **except** the screen.
2. For Screen:
 - a. Dampen a microfiber towel (no paper towels) with water, gently wipe the screen.
 - b. No disinfectant wipes.
 - c. Allow to air dry.

Power:

1. Charge devices fully once at home, then charge as needed.

General care:

1. Never carry a device by the screen.
2. Never leave your device alone with pets or young children.
3. Keep liquids away at all times.
4. Do not put heavy items on your device.
5. Make sure there is nothing on the keyboard when closing the screen.

Logging into the Chromebook:

1. Students will login using their school issued username and password.
2. Students should never share their account passwords with others.
3. Always log off the device when not using it.

In case of damage:

1. Put in a Tech Repair Log in the Intranet (<https://186.sps186.org/IS3/>) with your student login information. Please leave a phone number where we can reach you along with a detailed description of your repair needs. If you **do not** have internet access or need help adding a tech repair log please call 217-585-5808.
 - a. Do not try to repair the device.
 - b. Do not get the device repaired by other companies.

Loss or theft:

1. Please notify your school administration as soon as possible if you lose your device or think your device has been stolen.
2. Report the device stolen to the police and create a police report if your device has been stolen. The sooner you report the device stolen or lost the better chance we have of tracking it down.

Student Chromebook Privacy:

There is no expectation for privacy. District 186 may, without prior notice or consent, login, supervise, access, view, monitor and record use of a student device at any time for any reason.

How to add home Wi-Fi to a Chromebook:

1. At the bottom right, select the time.
2. Select Not Connected.
3. Pick your home network name
4. Enter your password

How to add home Wi-Fi to a iPad:

1. Go to settings
2. Select WiFi
3. Pick your home network name
4. Enter your password