



Chromebook Care / Handling

Do ...

- Carry device in both hands
- Close cover when carrying
- Keep Chromebook with you
- Use on flat surface
- Customize wallpaper
- Personalize Chromebook cover with “cling sheet” only 
- Clean screen with dry, microfiber cloth (no liquids)
- Close cover when not in use
- **Shut down** at the end of day

Do NOT ...

- Place in your backpack
- Put heavy objects on top
- Have food or drink on table (place water on the floor)
- Place pens or objects on the keyboard 

Please act responsibly
Chromebooks are yours until you leave
TEC HS!

Appropriate Use & Digital Citizenship

CLEAR:

Considerate, Legal, Ethical, Appropriate & Responsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & Ethical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on WPS computers. (it is a good general practice to link to others' work rather than reproduce it)

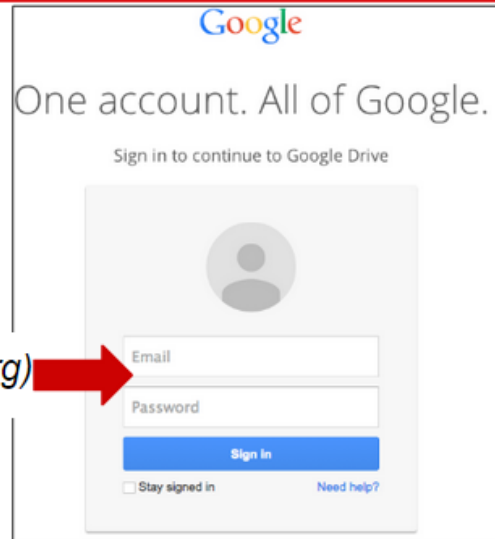
Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

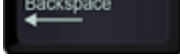
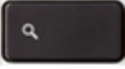

Home Access - drive.google.com

- Open Chrome Browser
- Go to **drive.google.com** →
- Sign in to Drive
- Use your TEC Google Account email & password



(*last name+first initial@students.tec-coop.org*) →



Hot Keys

- Delete (*ALT + Backspace* )
- Cap Lock (*ALT + Search* )
- Explore hot keys map (*CTRL + ALT + ?* )

Create a Google Doc

- Click the “*Drive*” App 
- Click “*My Drive*”
- Click your *class folder* to open it
- Click “*Create*” 
- Choose “*Document*”
- Your file will automatically be shared with your teacher

