

**Chromebook Management Plan for [School Name]**

**1. Before Students Use Chromebooks:**

* Review acceptable use agreement from student/family handbook (view pages 100-104 of the [2014-2015 handbook](http://www.sfusd.edu/en/assets/sfusd-staff/parent%20resources/files/student-family-handbook.pdf))
* Consider incorporating digital citizenship lessons into classes: excellent resources and lesson plans are available through [Common Sense Media](https://www.commonsensemedia.org/educators/scope-and-sequence)
* Implement Chromebooks one step at a time, based on teachers’ comfort level
* Determine teacher checkout policy & calendaring system: [Google Sheet](https://docs.google.com/a/t.sfusd.edu/spreadsheets/d/11x1BsWfN5XndzEJPOBOpI5RXskyjQTJvR9SyQrd7OZI/edit#gid=0) / shared [Google Calendar](https://www.google.com/calendar) / [LoCalendar](http://www.localendar.com/elsie) (free shared calendar) / paper sign-out

**2. How to Distribute Chromebooks to Students:**

* Determine when students will retrieve their Chromebooks from the cart (before class, at the start of class, when teacher instructs, etc.)
	+ Consider giving independent work while other students retrieve their Chromebooks (e.g., independent reading or do now)
	+ Consider assigning a student computer monitor role to facilitate this process.
	+ Control the flow and number of students moving around (e.g., dismiss table by table)
* Require students to use two hands, with thumbs up, while carrying Chromebooks
	+ Show students [an excellent (and entertaining) tutorial video](https://www.youtube.com/watch?v=rBFEfluPgmA)
	+ Practice retrieving Chromebooks correctly before actually using them for the first time
* Have a designated start-up task when students have their Chromebooks so that everyone can get started working right away
* Determine whether you will assign numbered Chromebooks to students
	+ This allows teachers to hold students accountable for proper handling, but it may take long to distribute and replace Chromebooks to the cart
	+ Chromebooks are designed to be used by multiple users, and settings and data is always saved, no matter what device is used

3. **Other Chromebook Handling Notes**:

* no hands on screen
* use keys gently
* only use Chromebook when on a flat, stationary surface
* don't write (or place things) on top of it
* always carry with two hands on sides, thumbs up, screen closed

4. **How to Sign In to Chromebooks**:

* elementary schools:
	+ K-2: simple sign-on (no data is saved)
	+ 3-5: add new user → students sign in with “s” account
* middle / high schools: students sign in with “s” account
* accounts:
	+ student
		- username: SLusername@s.sfusd.edu
		- password: School Loop password
	+ teacher
		- username: SFUSDusername@t.sfusd.edu
		- password: SFUSD password
	+ Principals and School Loop liaisons should have lists of students’ School Loop usernames and passwords. If they don’t, they can request this list by emailing help@sfusd.edu

5. **Differences From Laptops**:

* closing the screen does not power down
* press power button = log out
* hold power button = log out and power off
* start-up screens are configurable: email help@sfusd.edu with requests
* use apps menu / quick launch bar to launch Chrome apps (websites)
	+ install more via [Chrome Web Store](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB4QFjAA&url=https%3A%2F%2Fchrome.google.com%2Fwebstore&ei=0m-3VPfuIZX_yQSR_YLgBg&usg=AFQjCNFTOpKma2tbbypvd8Db1XgOLkNocQ&bvm=bv.83640239,d.aWw)
		- some apps allow single sign-on with GAFE account)
* extensions are "behind-the-scenes" apps: e.g., define a word by double clicking (Google Dictionary)
	+ install via the [Chrome Web Store](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB4QFjAA&url=https%3A%2F%2Fchrome.google.com%2Fwebstore&ei=0m-3VPfuIZX_yQSR_YLgBg&usg=AFQjCNFTOpKma2tbbypvd8Db1XgOLkNocQ&bvm=bv.83640239,d.aWw)
* keyboard differences / navigation buttons
	+ ALT + search = caps lock
	+ ALT + backspace = delete letter
	+ CTRL + backspace = delete word
	+ click with two fingers = right click
	+ swipe with two fingers = scroll up/down

6. **Other Classroom Management Notes**:

* The easiest ways for teachers to get started with Chromebooks is using [Google Classroom](https://www.google.com/edu/products/productivity-tools/classroom/).
* While teachers give directions or the class is working as a full group, have students close their screens entirely. No work is lost, and students aren’t required to reenter their password.
* Students work at different paces and have different levels of computer proficiency:
	+ differentiate!
	+ provide early finisher activities
	+ clearly state directions in central place
	+ if comfortable, allow students to help one another (let them talk!)
* There are many ways that teachers can organize your class directions / materials:
	+ [Google Classroom](https://www.google.com/edu/products/productivity-tools/classroom/)
	+ a class website (using [Blogger](https://www.blogger.com/), [google site](https://sites.google.com/), etc.)
	+ [Edmodo](https://www.edmodo.com/)
	+ School Loop
	+ written directions on paper
	+ projected directions on the board (or written on the white board)
* Not all students can access the Internet at home, so provide alternatives if you want them to complete homework online (either an alternative option(s) for the assignment or alternate time(s) to complete the assignment)
* Teach your students basic troubleshooting techniques, and consider assigning “Geek Squad” jobs to students (who assist others when having problems with technology)

7. **Putting Chromebooks Away & Storing Them**:

* Determine when and how students will put their Chromebooks away. If students in the next period will use the Chromebooks, is it best to return to the cart or keep them on the desks?
* Dismiss groups--or better yet, assign an order--to place Chromebooks in cart
* Count the Chromebooks at the end of each period
* One student (assign a job) should attach the power cords at the end of the day
* Make sure the cart is locked when not in use (and whenever the teacher is not in the room)
* Students may never take Chromebooks home. The Chromebooks should also not leave the room where the cart is located.

8. **Other Site Considerations:**

* Determine where you will store the Chromebook cart when not in use
* Determine who will manage the checkout system and who will have the combination code to the padlock on the cart (all teachers or only a few?)
* For tech support, email help@sfusd.edu or submit a ticket at [help.sfusd.edu](https://help.sfusd.edu/)
	+ Include serial number of device(s)
* With your school’s principal and administration, determine a protocol and consequences hierarchy for when students mistreat hardware or misuse technology.
	+ Ideally, your consequence is not disallowing technology use because all students need to use technology and teachers will have extra work to provide alternative assignments

9. **Other Resources:**

* [Chromebook Guidebook](https://docs.google.com/a/t.sfusd.edu/presentation/d/1mf8UTX7U3uGvm8_NhIGw_iyxa-y5X7w37EjgUBc4sVs/edit#slide=id.g467eb5c4b_084)
* [Chromebook Training Site (with Zaption tutorial)](https://sites.google.com/a/t.sfusd.edu/gafe/chromebooks)
* [30 ways to use Chromebooks in the classroom](https://docs.google.com/a/sfusd.edu/presentation/d/1BmKAxWnJ_2_ECcMyweXCuOWIK3i3s80wHu9Wk0GAKls/edit?usp=sharing)
* [80 tips for using Chromebooks](http://www.chromestory.com/google-chromebook/)
* [100 tips for using Chrome (browser)](http://www.chromestory.com/google-chrome-tips-and-tricks/)
* [Chrome Usage Guide by Samsung](http://static.highspeedbackbone.net/pdf/Chrome%20OS%20User%20Guide.pdf)