



Using Your Chromebook

Powering Up



Open the lid of your Chromebook to turn it on. If it does not power up, press the power button at the top right of the keyboard, and make sure the battery is charged.

Signing In

Sign in

Enter your email (ending in @montytech.net) and password to sign in.

Powering Down and Charging

When you are done using your Chromebook please remember to ***power down your Chromebook***- do not just sign off or close the lid. Power down by holding down the power button (at the top right corner of the keyboard) for 5 seconds; the screen will turn off.



It is your responsibility to charge the Chromebook at night before you sleep so that it will be fully charged for school in the morning.

Care and Safety



Place the Chromebook in its sleeve or case, if you have one, when transporting it in your backpack.

When using your Chromebook in public (Starbucks, Library) please keep an eye on it. Do not leave it unattended to go to the bathroom or for any other reason.

Caring for Your Chromebook

Handle with Care

Chromebooks are delicate and need to be handled with care:

- Keep the lid closed while transporting it and leave it secure in your sleeve or case and backpack.
- Do not block the air vents or wrap it in a blanket while it is powered on.
- Make sure there is nothing on the keyboard when closing the lid.

Headphones and Chargers

Take care when headphones or charger are plugged in. The headphone jack and charging port can be easily broken due to too much force being used when plugging in or unplugging, or when the Chromebook is moved quickly while cables are plugged in.

Appropriate Use

Students are bound by the Monty Tech Internet and Device Acceptable Use Policy and all other guidelines in the Chromebook Guidelines and Use Agreement wherever it is used, including outside the classroom. Do not alter or attempt to circumvent protected system settings.

Food and Drinks

Do not have food or open drinks near the Chromebook. Chromebooks are easily damaged by liquids and food.

Young Children and Pets

Keep your Chromebook away from young children and pets. Dogs can damage cords, and fur can clog air vents. Younger children (age 8 or below) may treat it like a toy and damage it, or injure themselves.

Stacking

Heavy objects should never be placed on top of Chromebooks. Chromebook screens are delicate and can be easily cracked. Chromebooks should only be stacked in groups of 7 or fewer.

