

Chromebook Quick Reference Guide

Power on device by locating power button either at top right of keyboard or on one side of device depending of model you have.

Log into device with your CMSD email address and password (CLEVER/MIM). If you do not remember your login credentials reach out to your teacher to get full access of device in home environment. NOTE: You must use the correct naming convention, which is **firstname.lastname@cmsdk12.org** example janet.jackson@cmsdk12.org.

Wi-Fi Setup Guide

To connect to a Wi-Fi network, click in the bottom right where it displays the time and your avatar.



If you are already signed into a Wi-Fi network:
You will see **Connected to [network-name]**

If you are **NOT** connected to a Wi-Fi network:
It will say **No Network**

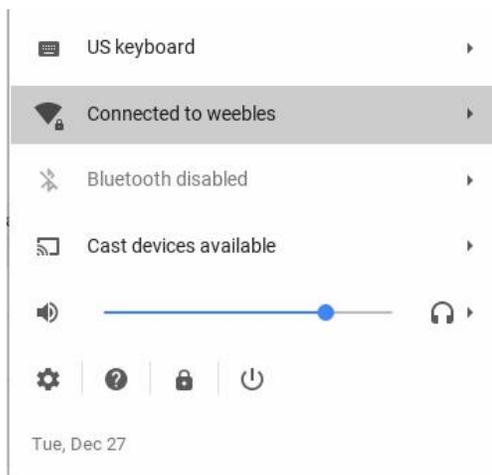


Either way:

1. Click on it to show you the list of Wi-Fi Networks that are available
2. If you are connecting to your own home network
 - a. Click on your "HOME" Wi-Fi network (home will be what you named your home network as)
 - b. Type in your password and you should be connected



At any time, you can switch to a different Wi-Fi network that is in range by doing the same steps



If you still have issues or concerns, feel free to contact the CMSD DOIT Help Desk as it is open to all families and students for technical support. If you need assistance, call 216-838-0440 M-F from 8:00-5:00 pm.

INTERNET SAFETY CHECKLIST

FOR STUDENTS

When online:

- Think before you post.
- Always use proper netiquette and be a good online citizen.
- Create a unique password and keep it private, sharing it only with my parents
 - I won't use my pet's name, birthday, nickname, etc.
 - I will vary my password from site to site and
 - Change my password from time to time
- Never give out personal details such as:
 - Name
 - Address or even what part of the country I live in
 - Home number
 - Age or birthday
 - School
 - Club names
- Communicate respectfully with others.
- Never upload your picture without checking with my parents.
- Seek permission before sharing pictures or information about other people online.
- Never fill out online forms or questionnaires.
- Never arrange a face-to-face meeting with a stranger.
- Only download from known or trusted websites.
- Tell a trusted adult if I see something that makes me feel uncomfortable.
- Never open emails from people I don't know.

FOR PARENTS

To ensure your child(ren) are safe online:

- Educate myself about dangers my children may encounter, including online predators and cyberbullying.
- Discuss with your child about things on the web that make them feel uncomfortable.
- Monitor their internet use by sharing an email account, checking browser history, keeping the computer in a shared situation and maintaining access to your child's account.
- Research and recommend appropriate child-safe sites.
- Maintain an appropriate amount of parental control of software through user time limits and access to sites, games, chat and file sharing.
- Select child-safe mobile devices, included those which do not include a camera or web access and phones with a limit on the number of calls that can be made.
- Note: you can request that the internet provider disable web access, even if you cannot find a phone without a camera.