

Introduction to your Chico Unified Chromebook

Q: What is a Chromebook?

A: A Chromebook is simply Chrome with a keyboard.

Q: Okay, but what is Chrome?

A: Chrome is a web browser (like Internet Explorer, Safari, FireFox) designed to be fast and built for the modern web. Chrome is the **ONLY** browser on a **Chromebook**.

☛ *Basically, a Chromebook is a device with a keyboard and trackpad that connects to the internet.*

The Chromebook issued to you is owned by the district and must be returned in good, working condition when you graduate or transfer out of CUSD. This includes transfers to charter schools.

Each Chromebook comes with a protective case and a charger.

- You may decorate and keep the protective case if you wish, but the asset tag, serial number, and cooling vents must remain visible.

Do not decorate or otherwise modify the actual Chromebook.



- You should charge your Chromebook every night and leave the charger at home. If you must transport the charger, disconnect it and keep it separate from your Chromebook. When charging, make sure that the two sections of the power cord are fully connected.

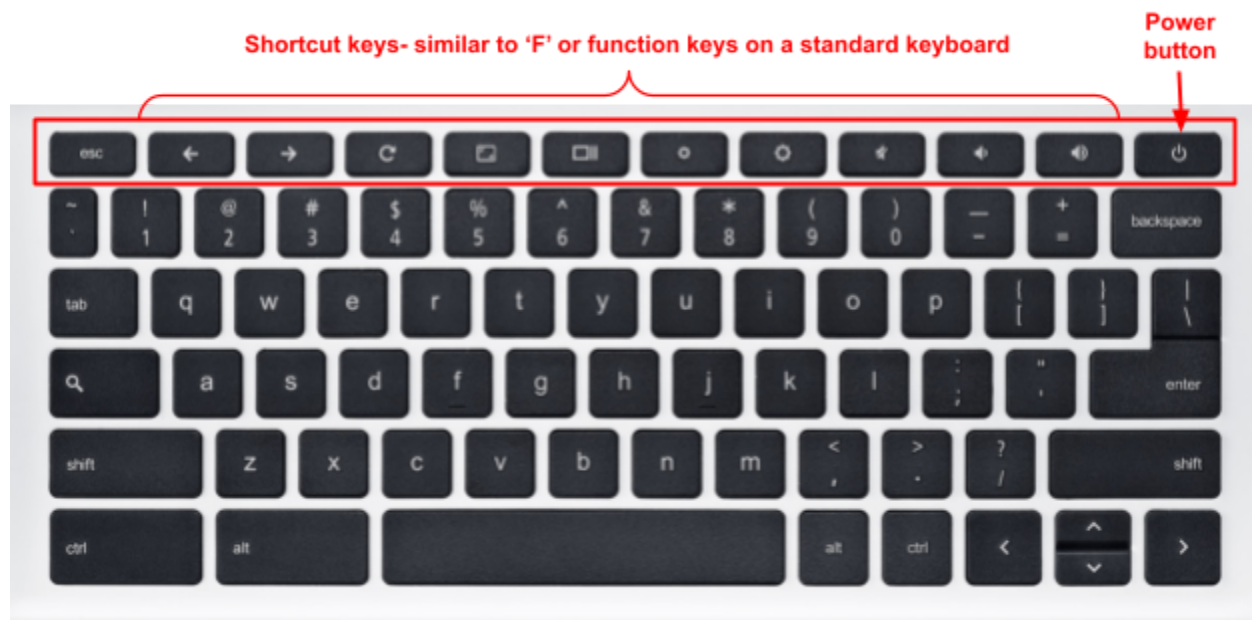


Loss, damage, or other issues with the Chromebook should be reported to school staff.

If the Chromebook is stolen while off-campus, file a police report as soon as possible ([click here to file a police report online](#)) and then give a copy of that police report to school staff.

Each Chromebook is equipped with a webcam, an internal microphone, a USB Type-C port, a USB 2.0 port, and a headphone jack. Models may vary from year to year. Please ask school staff if you have any questions about the ports on your Chromebook.

The keyboard:



- Go to the previous page in your browser history (F1)
- Go to the next page in your browser history (F2)
- Reload your current page (F3)
- Enter Immersive mode, which hides the tabs and launcher (F4)
- Switch to your next window (F5)
- Decrease screen brightness (F6)
- Increase screen brightness (F7)
- Mute (F8)
- Decrease the volume (F9)
- Increase the volume (F10)

[Click here for more Chromebook keyboard shortcuts!](#)

The touchpad/trackpad:

Use one finger to move the pointer

Use one finger to click/select

Use one finger to drag and drop



Use two fingers to right-click

Use two fingers to scroll (up/down and right/left)



Caring for your Chromebook

While the cost of the Chromebook is significantly less than those of traditional laptops and tablets, we encourage students to take extra caution to care for them properly and avoid replacement costs.



Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall. While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook. Please, no bungee jumping! Please avoid placing or dropping heavy objects on the top of the Chromebook. This will help avoid collateral damage to the device and will keep the device happy and productive.



Rarely does your Chromebook get tired. As such, we do not recommend leaving your Chromebook on top of blankets, beds, sofas or pillows while on and in use. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe, just like you. For optimal performance do not block air flow when device is on. And while at home, get it charged so it's ready for school.



Your Chromebook loves to travel. However, it is not a fan of the beach, the river, or anywhere it is over 100 degrees. Please do not leave the little fella in a locked car in the summer or expose it to direct sunlight for extended periods of time. In addition, the Chromebook is not a fan of ski vacations. As such, when it is colder than 32 degrees you'll want to avoid extended exposure of the device to these temperatures.



No Food or Drink

Chromebooks never get hungry or thirsty. Please avoid sharing your drinks and food with your Chromebook by not eating or drinking near the device. Besides, it could get messy with that IN-N-OUT burger nearby. Your Chromebook will work hard for you. However, it will never perspire. And while they might get dirty, a shower or bath is never recommended for the device. Keep it dry. Tips on cleaning are below.



Anti-theft

Chromebooks prefer to be with their intended owner. In fact, they will only work for members of the Chico Unified School District community who have an @chicousd user account. Please be mindful of your Chromebook's location at all times. Never leave the Chromebook unattended at coffee shops or restaurants---like a Starbucks that offers free WiFi. Thieves target these locations for just that reason.



Chromebooks might sometimes struggle to keep up with your fast pace. If webpages seem to be loading slower than normal, it might be time to clear the cache or update the operating system. Pressing **ctrl+shift+backspace** at the same time will give you options to *clear browsing data*. To check for system updates: click the time in the lower right corner, click the settings icon (⚙️), click on 'About ChromeOS' in the bottom left menu, then click 'Check for updates.'



KEEPING YOUR CHROMEBOOK CLEAN

Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.

Here's what we recommend:

1. Create a gentle cleaning solution composed of 50% water and 50% white vinegar.
2. Disconnect the Chromebook from power and ensure it is off.
3. Apply a small amount of the solution to a cotton cloth, lint free microfiber, chamois, or some other very soft cloth.
 - ❖ Never use paper towels or tissues.
 - ❖ Never apply the solution directly to the Chromebook.
4. Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth but not so much as to cause damage to the screen.
5. Repeat these steps for cleaning the outer case and keyboard of the Chromebook.
6. Use a can of compressed air to blow any dust or foreign particles from under the keyboard.