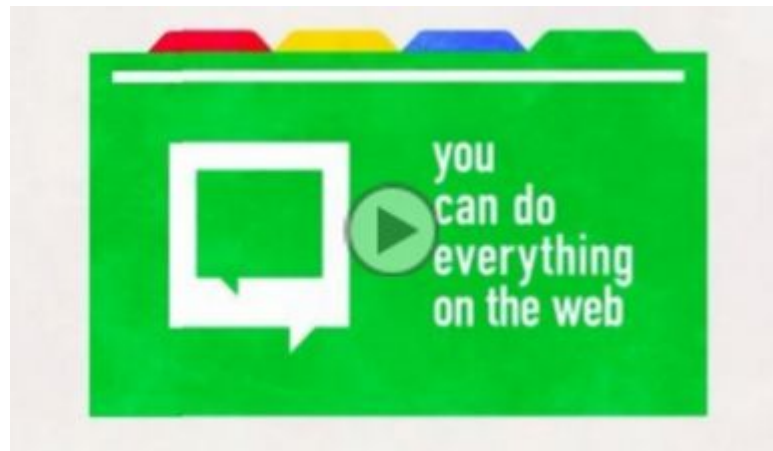
A decorative background graphic consisting of a network of interconnected nodes and lines. The nodes are represented by circles of varying sizes and colors (blue, grey, white), and the lines are thin and light grey. The graphic is positioned in the top-left and bottom-right corners of the page.

Student Chromebook Orientation

Hello!

Introducing your new Chromebook



Visitors without a PPS Google account, click the link below to view the video on YouTube.

<https://www.youtube.com/watch?v=TVqe8ieqz10>

Chromebook Policy

Important Points



Chromebook Policy

The Portsmouth Public Schools Chromebook Policy and other district policies can be found on the division website.

- © The Chromebook is provided for educational use!
- © The school district retains ownership of the Chromebook and peripherals and is loaning them to the student.
- © The school district owns the staff and student Portsmouth Google Apps (Portsk12) accounts.
- © The district can access a student's account IF there is a school-related issue or a technical problem
- © Students will return the Chromebook at the end of each academic school year.

Chromebook Policy

- © PPS has the right to inspect any provided computer or other electronic device and the contents contained therein on demand with or without notice to the user.
- © Remote monitoring of computers on the network will occur at each school site.
- © Students agree to transport their PPS-issued device in the school-approved carrying case or cover.
- © Students will bring their PPS-issued device, fully charged, with them to school each day.
- © Students will follow all Acceptable Use and Internet Safety policy as outlined in the Mobile Device Agreement contract.

Chromebook Policy

- © Use technology with responsibility, integrity, and for educational purposes.
- © Do not share usernames and passwords.
- © Respect the rights, privacy, property, and work of all users.

About the Lenovo Yoga 11e Chromebook

Multimode Versatility

Easily change between four modes – Laptop, Stand, Tablet, and Tent – for whatever you choose to do. This device's unique design and touchscreen display allow the screen to flip 360 degrees, so you can select the mode that best matches your needs at the time.

Battery Life

Up to 6.5 hours

Weight

Starting at 3.3 lbs

Microphone

Digital

Speakers

Stereo, with Dolby® Advanced Audio™

Ports

USB 3.0, powered USB 2.0, HDMI, 4-in-1



About the Lenovo Yoga 11e Chromebook



1 Power button	2 Volume-control buttons
3 USB 3.0 connector	4 HDMI™ connector
5 Security-lock slot	

Getting Started

Chromebook Basics

Turning on the Chromebook

If charged, just opening the lid of the Chromebook will turn it on

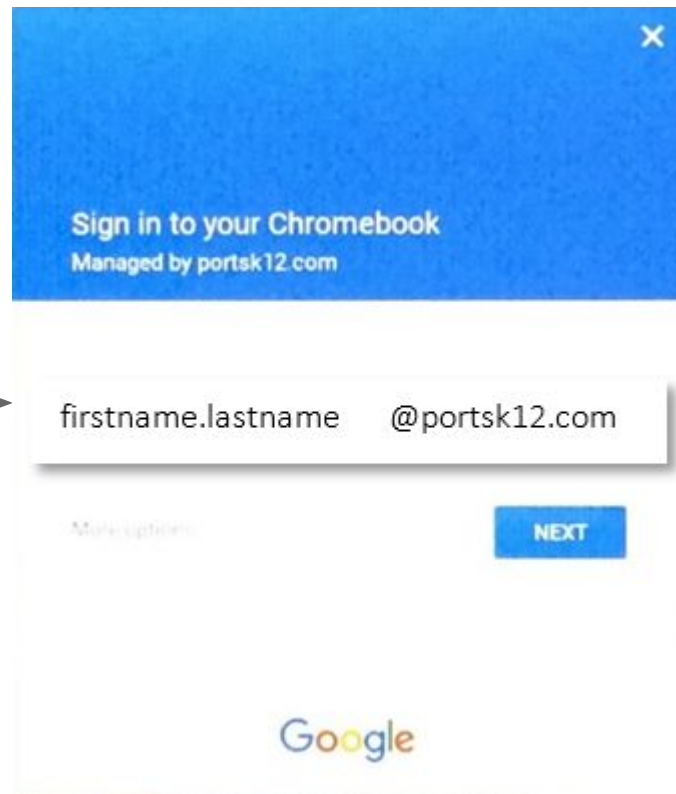
You can also press the power button at the top of the keyboard



Login to the Chromebook

When you open your Chromebook, you should be prompted to login to your **portsk12** account.

first.last
Ex. john.smith



Sign in to your Chromebook
Managed by portsk12.com

firstname.lastname @portsk12.com

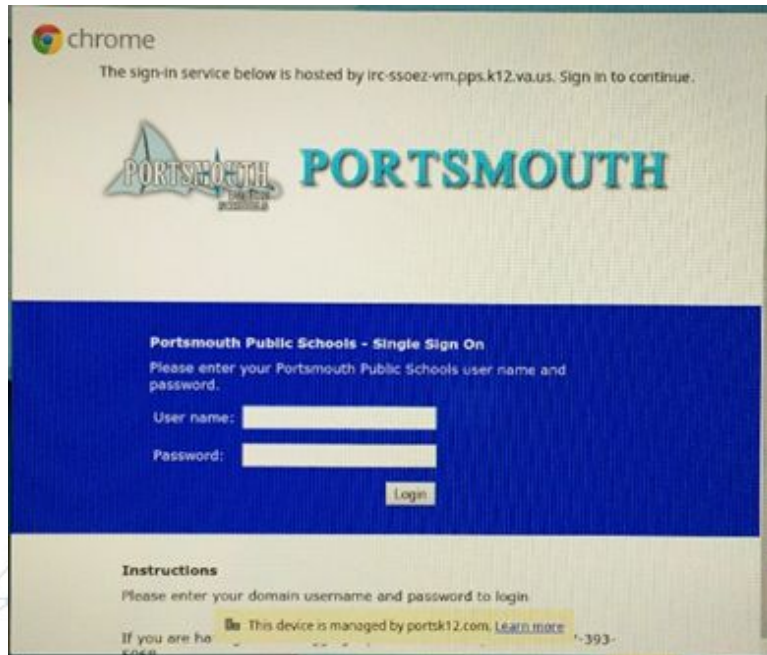
More options **NEXT**

Google


Login to the Chromebook

Continue to follow the login prompts.

- Enter your PPS Username and Password.
- Agree to the terms (first time login only)



chrome
The sign-in service below is hosted by irc-ssoez-vm.pps.k12.va.us. Sign in to continue.

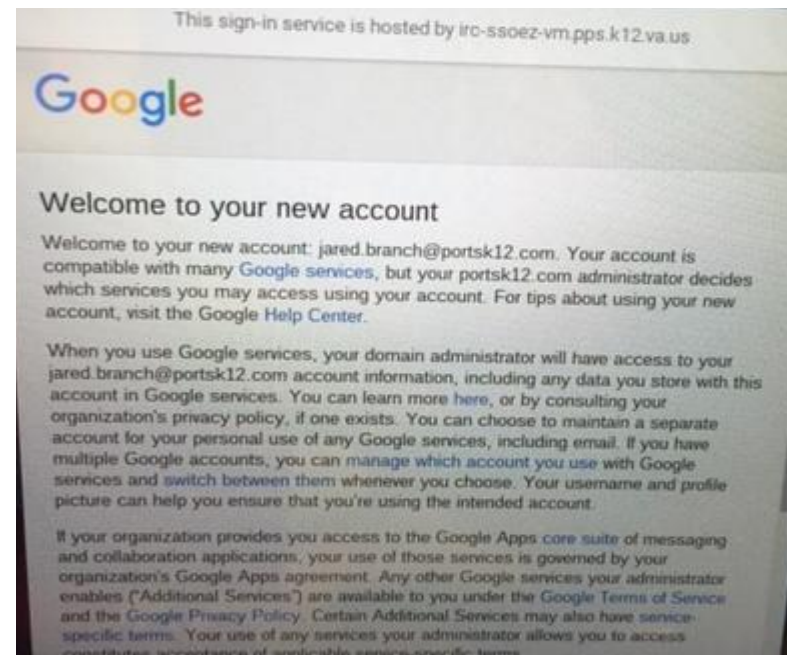
 **PORTSMOUTH**

Portsmouth Public Schools - Single Sign On
Please enter your Portsmouth Public Schools user name and password.

User name:

Password:

Instructions
Please enter your domain username and password to login.
This device is managed by portsk12.com. [Learn more](#)



This sign-in service is hosted by irc-ssoez-vm.pps.k12.va.us

Google

Welcome to your new account



Welcome to your new account: jared.branch@portsk12.com. Your account is compatible with many Google services, but your portsk12.com administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Center.

When you use Google services, your domain administrator will have access to your jared.branch@portsk12.com account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps core suite of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Access

In the bottom left you can access basic icons

- ⊙ Access your drive 
- ⊙ Chrome browser 



In the lower right, students can access wireless networks

- ⊙ Home connection
- ⊙ Student wireless at school



Using the Touchpad

Click anywhere on the Touchpad by pressing down with one finger





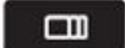
Right-click by pressing down with two fingers

Scroll by dragging two fingers up or down the Touchpad








Using the Keyboard

The top row of keys have special functions

-  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)
-  Enter Overview mode, which shows all windows (F5)

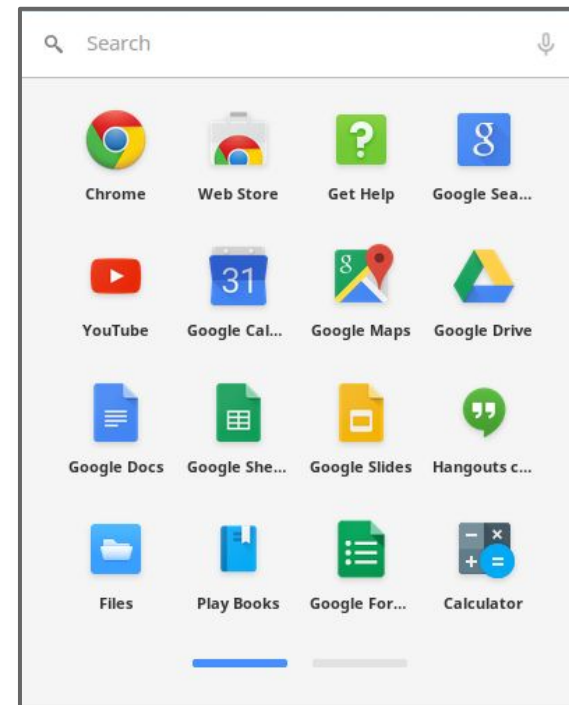
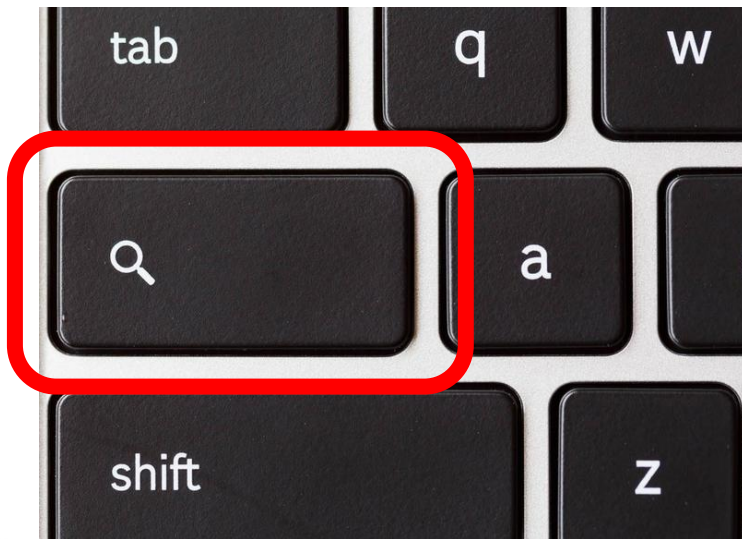
Using the Keyboard

The top row of keys have special functions

-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)

Using the Keyboard

Use the “Search” key to open a list of applications, as well as search the internet



Turning off the Chromebook

When you're finished using the Chromebook, you can just close the screen to put it to sleep.

Use your carrying case to keep the Chromebook protected when not in use.



Using the Chromebook Away from School

When you login to the Chromebook away from school, you will still be filtered by the district's web filter . Therefore, you will have the same web permissions as you do at school.



The Help Desk

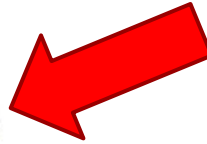
The Help Desk will be available to students during lunch blocks. If you are experiencing issues with your Chromebook, the Help Desk will swap out your device so that you can continue with class activities.

Chromebook Care

Care and Feeding Guidelines

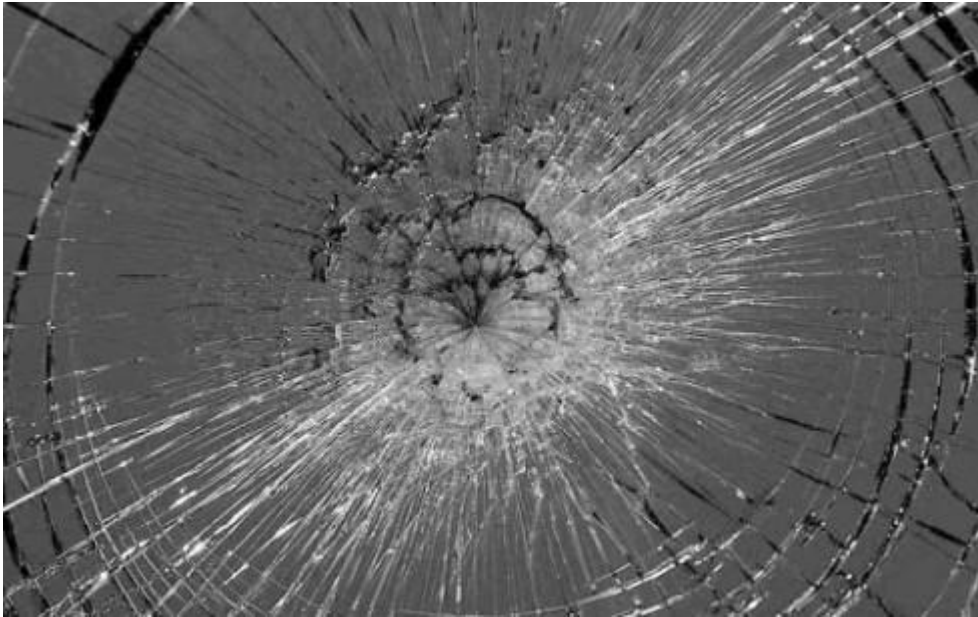
Lift from the Bottom, NOT by the Screen

When picking up the Chromebook, ONLY lift it from the bottom, NEVER by the screen!



Close the Screen Carefully

Close the screen gently and carefully!



Close the Screen Carefully

Before closing the screen, check for pencils or other objects



Keep Food and Drinks Away

Chromebooks do not like snacks or drinks!



The Chromebook Case

Store your Chromebook in the case and attach the shoulder strap to make it easier to carry the Chromebook between classes



Charging the Chromebook

You should charge the Chromebook every night at home so that you are ready to go for the next day.



Create, Collaborate, & Communicate

If you have Chromebook questions or technical issues, please go to the Help Desk at your school.