# CHROMEBOOK INFORMATION FOR PARENTS

## How do Students Logon to Chromebooks?

1. Turn on the laptop and select **Add Person**
2. Type in your **City Schools email** address and select **Next**
3. On the Sign in page enter in your **City Schools email address** and **Student Password** then select **Next**.
   a. Username: **Student Id@bcpss.org**
      Password: **Student Password**
4. You will be asked to create a local password for the machine, use your student password.
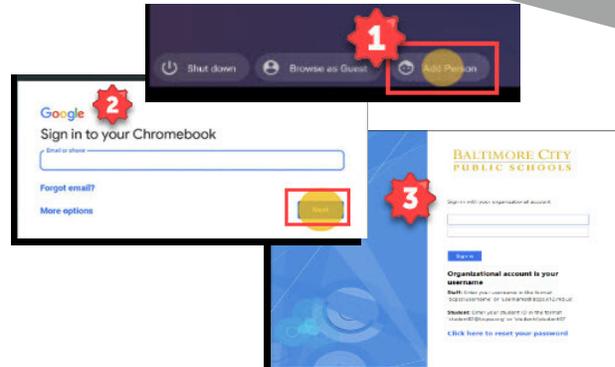
## How do Students Connect to WiFi?

1. At the bottom right, select the **Wifi** icon 📶.
2. Select the **Not Connected** under the Wifi icon.
3. Your Chromebook will automatically look for available networks and show them to you in a list.
4. Select the appropriate one and enter the password.
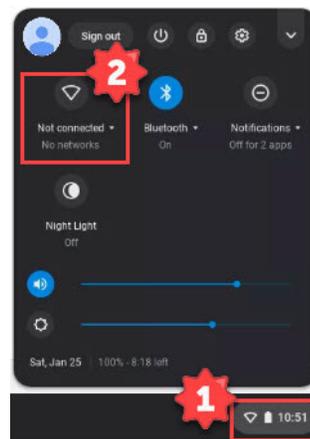
## Managing & Saving Work

Students should store/save files within their Google Drive ('My Drive') accounts (or other cloud-based storage) via the Chromebook. 'My Drive' is the default save location on City Schools Chromebooks. If an app saves a file to the local hard drive, students should move the file to the student's My Drive

## Device Care

1. Only use a clean, soft cloth to clean the screen, no cleansers of any type.
2. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
3. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Baltimore City Public Schools.
4. Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided.
5. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

**For additional support, visit https://www.baltimorecityschools.org/online-learning-support or contact City Schools hotline at 443-984-2001.**

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