MADISON COUNTY SCHOOLS

Student Name:_____

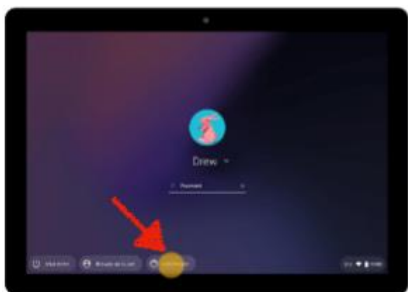**HR Teacher:**_____ **Grade:** _____ **School:** _____

Using the Chromebook

Open the laptop and connect to a network.

1. At the bottom right, click on the Wi-Fi symbol.
2. Select Not Connected.
3. Your Chromebook will automatically look for available networks and show them to you in a list. Look for your SSID Network and click it to join.
4. You may be prompted to enter your network's passphrase to join. This passphrase is typically located on the side or back of your home router.

Login to your Chromebook

1. Click "+Add Person" on the task bar at the bottom of the screen.

2. Enter the student's email address: _____
3. Enter the student's password and click next: _____

Open Apps

1. Click on the Launcher in the lower left of the screen.
2. Click on the up arrow in the center of the screen to see your available apps.
3. Find and app and click on the app. Clicking on the Chrome logo at the bottom of the screen will open the web browser.

Damage Fees:

- All students will be responsible for a non-refundable $25 technology deposit fee. A student may assess other fines if the device is damaged, https://www.madison-schools.com/Page/16994.
- Other fees are as follows:

First damage occurrence	Covered by usage fee
Second damage occurrence	$25 fee + the cost to repair the device
Third damage occurrence	$50 fee + the cost to repair the device and student will lose take home privileges
Lost or damaged charger (power adapter and cord)	$30 fee

Remove Existing Users:

There may be prior user accounts on the sign-in screen. You may remove those user profiles.

1. On the Chromebook sign-in screen, select the profile you want to remove.
2. Next to the profile name, select the Down arrow ▾.
3. Select **Remove this user**.
4. In the box that appears, select **Remove this user**.