



# THE CHROMEBOOK 411

Fall 2024

Parent/Guardian's Chromebook Guide

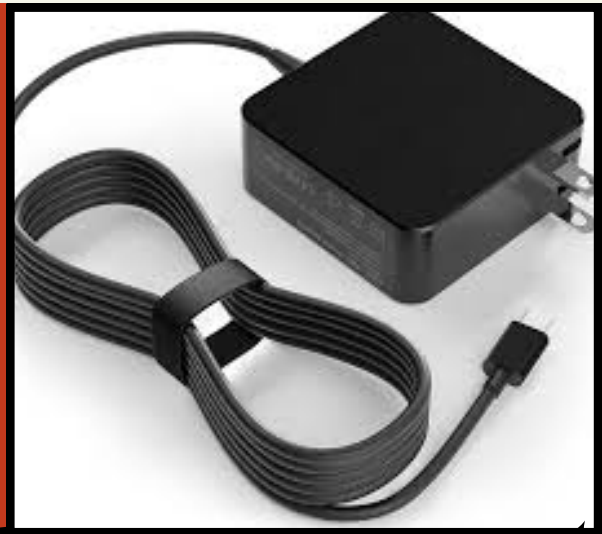


## Dropped your laptop?

No worries! Student Chromebooks have a 3-year accidental damage protection and extended warranty. This covers drops, falls, cracked screens, liquid damage, port failures, power surge, hardware defects, and malfunctions.

## Charger NOT working?

We got you! Chromebook chargers will be replaced at NO charge if they stop working. There must be NO physical damage to it.



## LOST CHARGER?



If you need to replace a lost charger or a charger with physical damage, there will be a fee to be paid at the time of pickup.

**Chromebook chargers will be \$30.**



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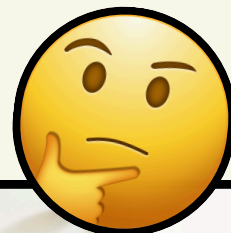
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## Lost or Stolen Laptop?

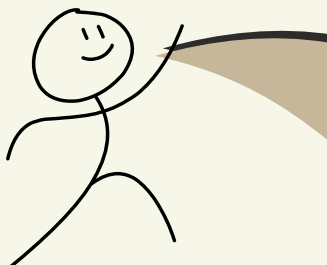
1. Report the laptop missing AS SOON as your student notifies you, that they do not have their laptop and do not know where it is.
2. Check with the Front Office to see when the last login for your student was- this will help everyone narrow down the day the laptop was last used.
3. Check your home and car for the laptop.
4. Talk with your students about the last time they remember having their laptop.
5. If your student has a damaged or malfunctioning laptop, they can turn it into the front office to be exchanged at NO charge.

When you or your student reports a Chromebook lost, our IT department locks the device. If someone tries to use the Chromebook, the screen will display a message to return the laptop to the front office.



## Still missing?

If the Chromebook is NOT found, parents/guardians will be required to put a \$100 deposit to get a replacement Chromebook. At the end of the school year when the replacement Chromebook is returned the school, the \$100 deposit will be refunded.



For any help with your student's devices, please email [StudentITSupport@smischools.org](mailto:StudentITSupport@smischools.org)



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## How to login to your Chromebook and Office 365 Account

### Chromebook Access

- 1.Login as: FirstName.LastName@smischools.org
- 2.Password: Smis123!

This login information is to get into the student laptop ONLY. Chromebook's will have a Gmail shortcut. However, Gmail has been disabled. Student emails are accessed through Microsoft Outlook.

### Office 365

What is Office 365? Office 365 is a Microsoft portal to access Outlook, Excel, Word, PowerPoint, OneDrive, and your virtual classroom on Microsoft Teams. This means you will be able to access your email mailbox, create, documents and save projects using OneDrive all online.

Here is how to access Office 365.

1. Go to <https://www.office.com/>
- 2.Select Sign in
- 3.Email Address: FirstName.LastName@smischools.org
- 4.Password: Smis123!