



Waterloo Region District School Board

Chromebook 1:1

September 2022

Dear Parents/Guardians of students in Grade 9 Classes:

Welcome to the PHS 2022-2023 school year! Every student in a Grade 9 class in the WRDSB receives a Chromebook for school use.

What is a Chromebook?

A Chromebook is a mobile computer that runs on Google's Chrome Operating System. These machines are designed to be used primarily while connected to the internet. They are optimized to allow the use of Google Workspace applications (i.e. Google Drive, Calendar, Gmail, Google Classroom, JamBoard, etc.).

WRDSB students already have Google Workspace accounts provided to them by the Board which they will be able to use on their Chromebooks.

When will students receive their Chromebook?

Each school will determine the process on the distribution of Chromebooks for their students.

How can parents and students find out more about the Chromebook 1:1 Initiative?

Parents and Students can find out more about the Chromebook 1:1 Initiative by visiting:

<https://www.wrdsb.ca/learning/programs/secondary-school-information/chromebook-project/>

How do we get help for technical issues with the chromebook?

WRDSB has created a help website for chromebooks. It can be accessed by visiting:

<https://tech.wrdsb.ca/chromebooks/>

In-School technicians are also available to help on-site.

WRDSB is excited about the Chromebook 1:1 Program offered through the WRDSB Digital Learning Strategy and the benefits to student learning.

Sincerely,

P. Bender
Principal



Chromebook 1:1 Instructions and Procedures

General Rules of Use:

Students and parents are expected to complete and return the **Chromebook 1:1 Agreement Form** (see below).

1. All Chromebooks are provided with a charging cord. Because **Chromebooks remain the property of WRDSB and are to be returned upon graduation or leaving the WRDSB**, please ensure the Chromebook and charging cord are always ready to be returned in their original condition. Use of temporary identification stickers on the device is allowed and encouraged.
2. **Please bring the Chromebook to school each day, fully charged.**
3. Students are responsible for the care of the Chromebooks. **Please report any damage or malfunction with your Chromebook immediately.**
4. What happens if a **Chromebook is lost or damaged?**
 - When the first damaged Chromebook is brought in, it will be swapped out for another of similar age and use for a \$50 charge to the student - unless the damage is deemed intentional or malicious.
 - If the damage is deemed to be intentional or malicious, the student will be charged the full replacement cost (*currently \$321.00*).
 - In order to replace a second damaged device there would be another \$50 charge.
 - The third and subsequent damaged devices would require a full replacement cost. The student would not be able to keep the damaged device.
 - The damaged device is to be returned to the school before a replacement device will be provided. The replacement device will be of **similar age and use** as the one that has been damaged.
 - Lost devices would be handled in the same way as any other piece of Board equipment that has been lost. **In general, the student will be charged the full replacement cost.**
 - Collection of any funds to cover the replacement of a device will be managed through the School-Day (an online cashless system for use by parents, teachers and office administrative staff).
5. If a **student leaves their school**, they will either:
 - Keep the Chromebook if they are moving to another WRDSB school.
 - Return the Chromebook to Guidance (as with any textbook) if they are moving out of the WRDSB.
 - **Return the Chromebook at the end of their final school year if they are a student who will be graduating** (as with any other equipment or textbooks).



Chromebook 1:1 Agreement

Please read the information carefully and complete the required fields. Return this completed Acknowledgement to your homeroom teacher by September 6th, 2023.

Student Information:

Name: _____ Home Room: _____

Please read the following and sign below indicating that you understand:

- Borrowing a Chromebook is a privilege.
- The Chromebook is to be used as a tool for school work.
- Students are to return their Chromebook and charger upon graduating or leaving the WRDSB.
- Students must read and agree to follow the WRDSB's Responsible Use Policy, found on-line at <http://www.wrdsb.ca/rup/>
- Students and Parents must read and understand the General Rules outlined in the *Instructions and Procedure above*.
- The WRDSB Chromebook site may be consulted for assistance with technical and password issues at <https://tech.wrdsb.ca/chromebooks/>
- The Chromebooks are reliable, but should you experience a hardware issue you cannot solve, please deal with it at school at the earliest possible opportunity.

Student Signature: _____ Date: _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____

Chromebook Setup Instructions

Welcome to Preston High School. Now that you have a Chromebook, you need some guidance on how to access your Chromebook profile to set yourself up for success. If you do not yet have your login and password, you will need to connect with your school and teacher to get set up.

Setting up your Chromebook Profile

After receiving your temporary password from your teacher, you will need to **change your temporary password before setting up your profile** on your new Chromebook. Follow the instructions below to change your password and then set up your Chromebook profile.

1. On the Chromebook, select *Browse as Guest*. Despite being prompted to sign into your Chromebook using your profile, use the guest login.
2. Open the Chrome browser and go to the *WRDSB MyPassword dashboard* at <https://mypassword.wrdsb.ca/>
3. Select *Change Password*.
4. Enter your *user name* and *temporary password*
 - User Name
The first four letters of your last name, first initial, last four numbers of student # (i.e. [smita1234](#))
 - Temporary Password
You will need to enter the temporary password your teacher or school has given you. In times of high volume, mypassword will take a few minutes to fully update. Please be patient.

Tips for Creating a Strong Password

When deciding on your new password, consider using the passphrase method:

1. Select 3 or more unrelated words. Each should be between 4 and 8 characters in length.
2. Change the word case on at least one of the words.
3. Use a special character or number as a separator between each of your words; or pad the password with a number or special character at the start or at the end. Use a simple-to-remember pattern.

This password will remain the same unless you decide to change it. Follow the same process above if, in future, you feel a need to change your password.

4. Close your browser and exit out of guest mode (click bottom right corner)
5. Follow the prompts to add yourself as a user to your Chromebook using your WRDSB email address and newly-created password.

Be advised that it may take a few minutes for your new password to be recognized.

If you still cannot login using your account , **continue to use “Browse as Guest”** and contact your teacher. *WRDSB has created a support website for chromebooks. It can be accessed by visiting: <https://tech.wrdsb.ca/chromebooks/>*

****DO NOT SHARE YOUR PASSWORD****