

August 21, 2020

Dear Eagle Creek families,

It is time to set up the student Chromebooks.

The basic directions appear below. If you have difficulty, an opportunity will be provided for you to get additional help with setup through a Signup Genius appointment.

Eagle Creek Parents: Setup steps for Chromebook (These directions were created using a Dell. There may be slight variations on other models.)

1. Once you are ready to set up, call the school for your child's name and password.
248-475-9999
With few exceptions, all students who attended last year should have the same account and password.
2. Get started with Chrome setup and accept and continue the Google terms of service, if asked. Please note the optional help improve Google Chrome, you can turn it off if you want to.
3. Connect to whatever Internet that you have. Once in the school, we will help the students add our school account.
4. Sign in to the Chromebook as a parent. It is suggested that you sign in as the parent, so put your email in and enter your password. Click next. Now you are signed in as you and it may ask you to sync to your chrome account and your personal Google services, if you have one.
5. Click in the box at the lower right of the screen to open a new menu. Then choose the flower icon that represents settings.
6. Under CONNECTED DEVICES, choose MANAGE OTHER PEOPLE.
 - a. Turn off GUEST BROWSING. This will prevent unapproved users from accessing this Chromebook.
 - b. Turn on restrict sign-in to the following users. You will see your name and ADD USER. Go ahead and add a user. Use your child's Eagle Creek school account.
 - c. Note: You may also add any personal accounts that your child may have, but they will not be permitted to use them at school.
7. Close the settings menu. Go back to the box at the lower right hand corner of the screen. Click on SIGN OUT. On the main screen, add a person and sign in as your child with their Eagle Creek account and password.
8. Next open the settings page as you did before. Choose NETWORK from the left menu. Scroll down to PREFERRED SEARCH ENGINE. Choose DuckDuckGo for K-2. Leave it as Google for grades for grades 3-6.

9. Next choose PERSONALIZATION from the left menu. If your child has special needs, you can find ACCESSIBILITY IN THIS SECTION. Here you can turn on features that may help your child with their device.
10. Close settings and open the Chrome browser. The page should open to ECA STEM Links, a page with many of the links we use in school.
11. Chrome will be the standard browser for your child. Click on the three dots in the upper right hand corner of the page. Choose PRIVACY AND SECURITY. Scroll down to SITE SETTINGS.
12. Go to LOCATION and turn it off.
13. The CAMERA should be turned on as we will do photography work. You can place a piece of tape over the camera until ready to use.
14. Next go to NOTIFICATIONS and turn that off. Even though notifications are turned off at the school level, I advise parents to turn off notifications here. Notifications send you information from different websites you have visited and sometimes that information may not be appropriate. (This will be helpful if you add a personal email address outside of Eagle Creek.)
15. You can also allow JavaScript, and allow popups to permit some of our apps to run.
16. Also under PRIVACY AND SECURITY under MORE, SAFE BROWSING should be on.
17. You may see information about using family link with Google. Unfortunately family link does not work with Gsuite for Education which we use at the school.
18. Your Chromebook should now be set up properly.

Sincerely,

Christine Kulp
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