

## Eagle Creek Academy Family Chromebook Guide

Dear Eagle Creek families,

Here are the steps for setting up your child's Chromebook. We wrote these directions using a Dell Chromebook. If you are using another model, there may be slight variations. For all questions, please contact our STEM teacher, Mrs. Caroline Lewicky, at [clewicky@eaglecreekacademy.com](mailto:clewicky@eaglecreekacademy.com).

### Step 1 ~ Get Ready

- Have Wi-Fi available.
- Have the email/username and password for your personal (not work) Google/gmail account (You will be setting yourself up as the owner of this Chromebook.)
- Have the email/username and password for your child's Eagle Creek Google/gmail account. (For past students, use last year's info. For new students, contact Mrs. Lewicky.)

### Step 2 ~ Power, Language, Accessibility

- Press the **power button** to turn on the Chromebook.
- Select the **language and keyboard** you would like. Then, select **OK**.



- Optional: to turn on accessibility features, select **Accessibility**, and make your selections. (For more info, go to <https://support.google.com/chromebook/answer/177893>.) Then, select **OK**.



- Proceed to Step 3 by clicking **Let's go**.

### Step 3 ~ Connecting, Owner Sign-In

- Choose your **network** and select **Next**.



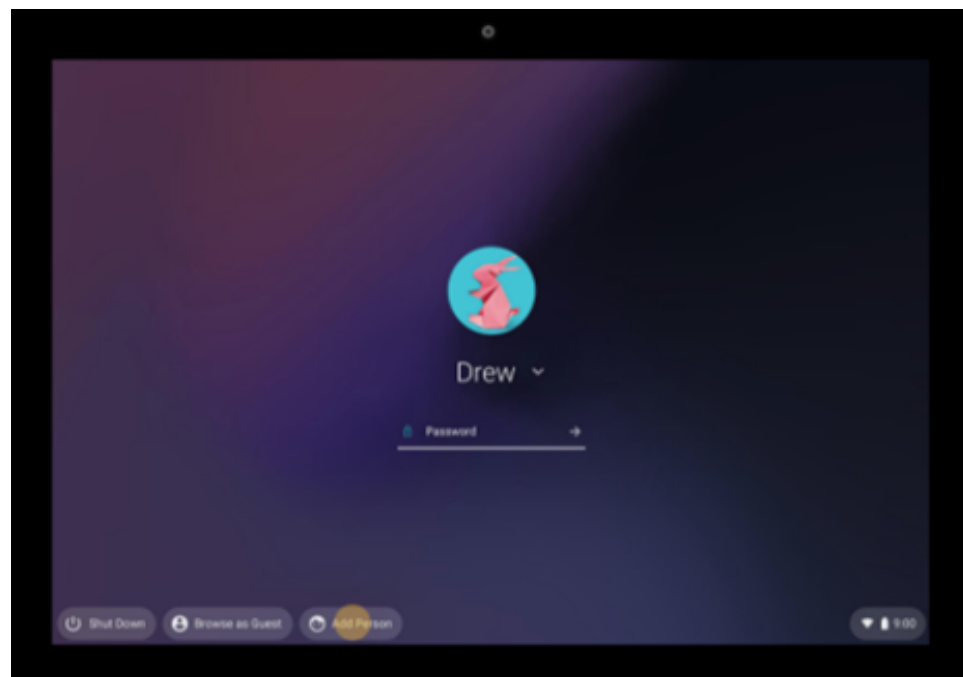
- Review the terms. Then, select **Accept and Continue**.
- On the **Who's Using this Chromebook** screen, select **You** and click **Next**.
- Enter your Google/Gmail account information (not your child's) to sign in and set yourself up as the **Owner**.
- If asked, sync your Google/Chrome settings.

#### Step 4 ~ Turn off Guest Browsing

- If you're signed in to the Chromebook as a guest, sign out.
- Sign in to the Chromebook using your Google/Gmail account (not your child's).
- At the bottom right, select the **Time**.
- Click the **gear icon** and **Settings**.
- In the **Security and Privacy** section, select **Manage other people**.
- Turn off **Enable Guest Browsing**.
- Now, anyone who uses the Chromebook must sign in using an email/username and password that you (as the owner) set up.

#### Step 5 ~ Add Your Child

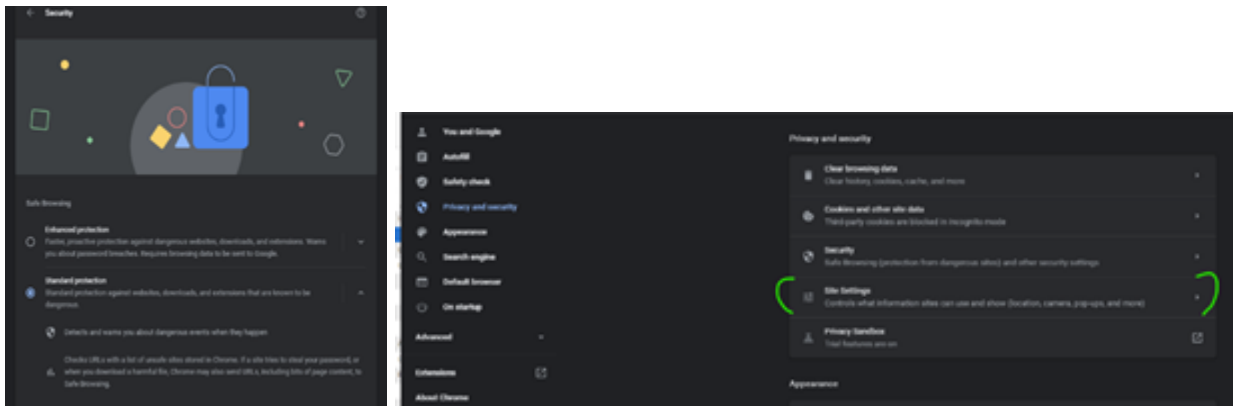
- If you're signed in to your Chromebook, **sign out**.
- On the bottom, click **Add person**.



- Enter the **username/email address and password** of your child's Eagle Creek Google account and click **Next**.
- Follow the steps. These will be the same steps you followed (above) when you set yourself up as the owner.

### Step 6 ~ Adjust Chrome Settings

- Make sure you are logged in with your child's Eagle Creek Google/Gmail account.
- Click the **Time** at the bottom right and select **Settings** (gear icon).
- Choose **Network** and scroll down to **Preferred Search Engine**.
- Choose **DuckDuckGo for K-2**.
- Leave on **Google for Grades 3-5**.
- If you like, set any **Accessibility** options under **Settings**.
- Close **Settings**. Open the **Chrome** browser. You should now be on **ECA STEM Links**, a page with many links we use at school.
- While still in the Chrome browser, click the **Chrome Menu** button (three vertical dots) in the upper right.
- Select **Privacy and Security** on the left, and then click **Security** in the middle area.
- Under **Safe Browsing**, select **Standard Protection**.
- Select **Privacy and Security** on the left again, and then click **Site Settings** in the middle area.



- Match settings as follows:
- **Location = Off**

- **Camera** = On (We use the camera during school. If you don't want your child to use the camera at home, cover the lens with tape.)
- **Notifications** = Off
- **JavaScript** = Allow

**Yay! Your student's Chromebook should is ready!**

#### **Additional Resources**

- Google's Chromebook Help Center  
<https://support.google.com/chromebook/?hl=en#topic=3399709>
- Chromebook Simulator  
<https://partnerdash.google.com/apps/simulator/chromebook#?l=en>
- Chromebook Tour  
[https://support.google.com/chromebook/topic/3406191?hl=en&ref\\_topic=3399709](https://support.google.com/chromebook/topic/3406191?hl=en&ref_topic=3399709)
- "How to Chromebook" Quick Tips  
<https://www.google.com/chromebook/howto/>