

Middle School BYOD Chromebook Management Program

Enrollment Instructions

December 2023

This document will guide you through the two-part process of enrolling your student's Chromebook into the andoverma.us Google domain for management. The screens on your Chromebook may look slightly different from the ones shown below.

You can tell if a Chromebook is enrolled: managed devices say "Managed by k12.andoverma.us" under "sign into your Chromebook" on the sign in screen.

Steps 1-16 can be completed at home.

Step 17 must be completed in school.

Page 6 contains questions and answers about the Chromebook management policy.

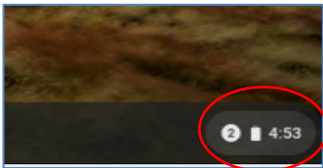
Before starting the process please be aware of the following:


- 1. If your student has stored any information on the hard drive, please back up the files. The enrollment process will erase all data files.**
- 2. If your student uses a password manager, it will have to be reinstalled.**

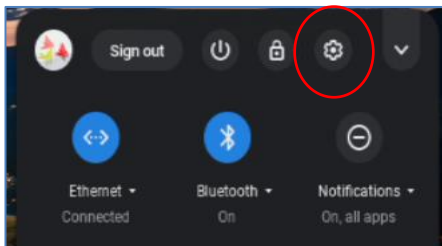
If you've never logged into your Chromebook before, skip to step 9.

Sign into your Chromebook.

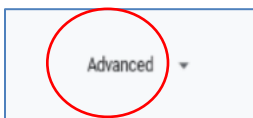
1. At the bottom right of the Chromebook screen, click on the time.



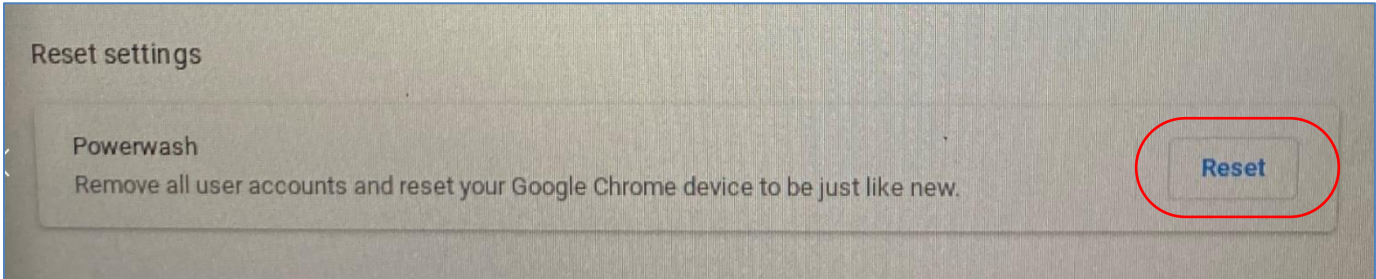
2. Select the settings gear .



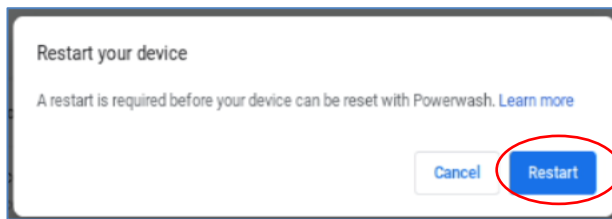
3. Scroll to the bottom of the page and select **Advanced**.



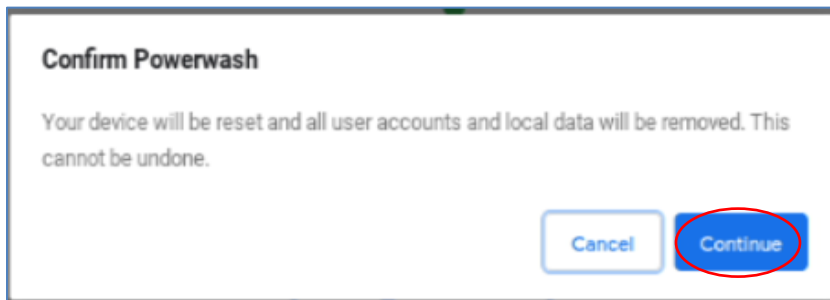
4. Scroll to the bottom of the page again and select **Powerwash Reset**.



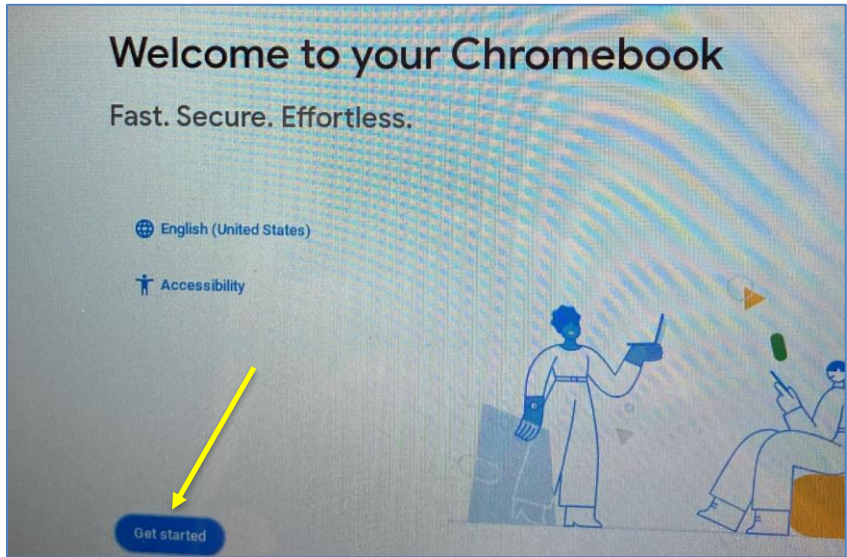
5. A box will appear asking you to restart your device to continue with the Powerwash process. Select **Restart**.



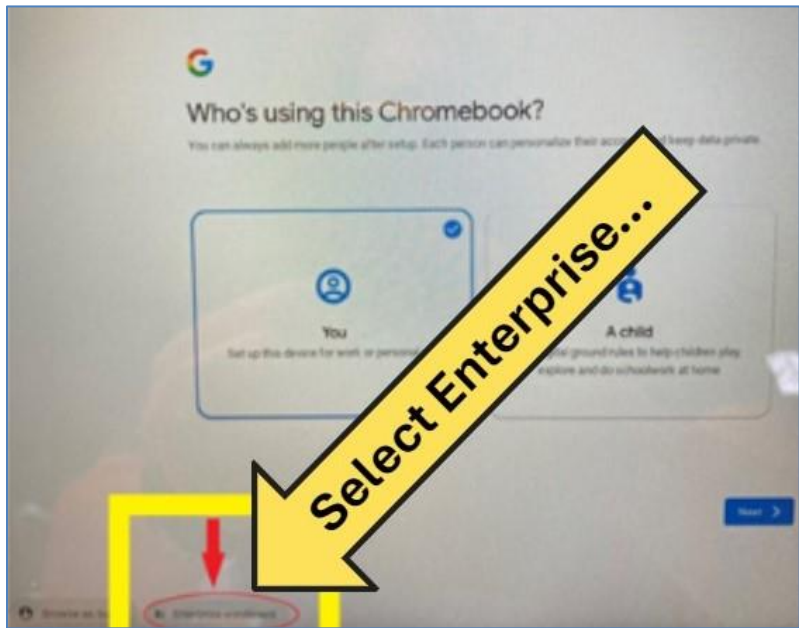
6. The Chromebook will reboot and say, "Reset this Chrome device". Select **Powerwash**.
7. In the box that appears, click **Continue**.



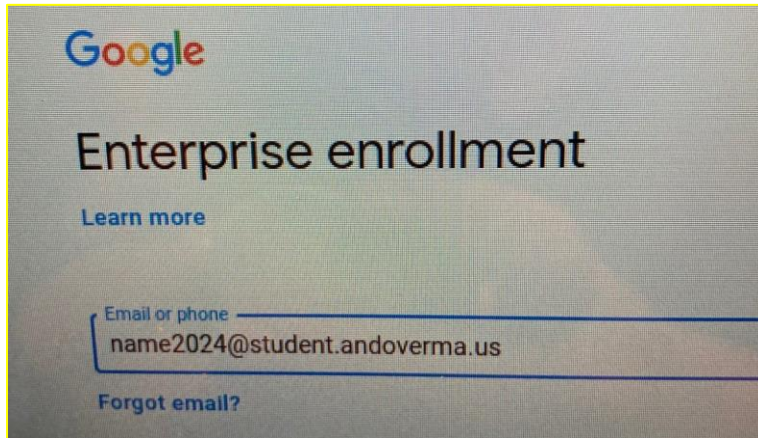
8. Once you've reset your Chromebook it will reboot for the last time and show a welcome screen. Select **Let's get started** at the bottom.



9. You will now need to connect to your home's Wi-Fi network. Select your network, enter the password and click **Connect**.
10. Select **Accept and continue** on the Google Chrome OS terms page.
11. On the next screen please select **Enterprise enrollment** (highlighted in yellow box and red arrow) on the bottom to enroll the Chromebook.



12. The Chromebook will bring you to a page titled "Enterprise Enrollment". Once you see this page, sign in using your student's name `YOG@student.andoverma.us` email account. For example, a student named John Smith graduating in 2030 would enter `jsmith2030@student.andover.ma` It is important your student enrolls their Chromebook using their account **only**.

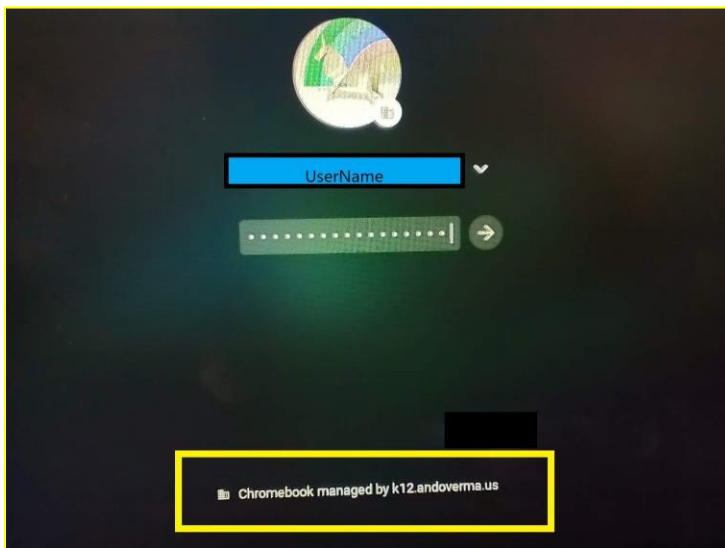


13. At the next screen please type in the same name YOG@student.andoverma.us email account.

14. You should see a page stating that you have successfully enrolled your device. Click **Done**

15. Please power off the Chromebook and restart it. The opening should look like the following image. At the bottom of the page please make sure that your student's device says:

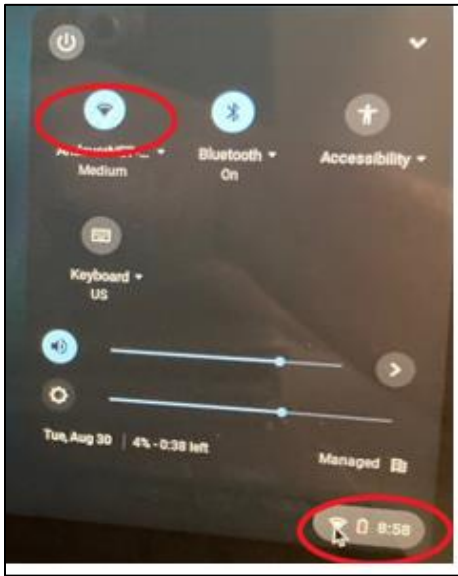
“Chromebook managed by k12.andoverma.us” (highlighted in the yellow box). If it doesn't, please try the instructions again.



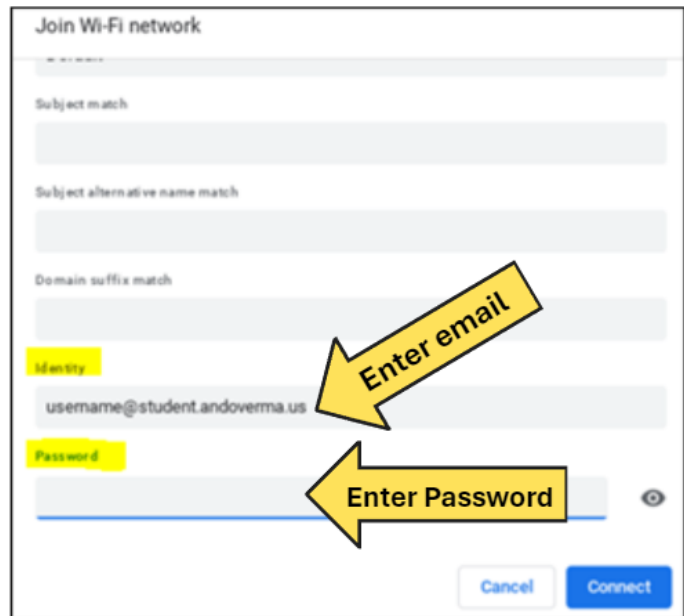
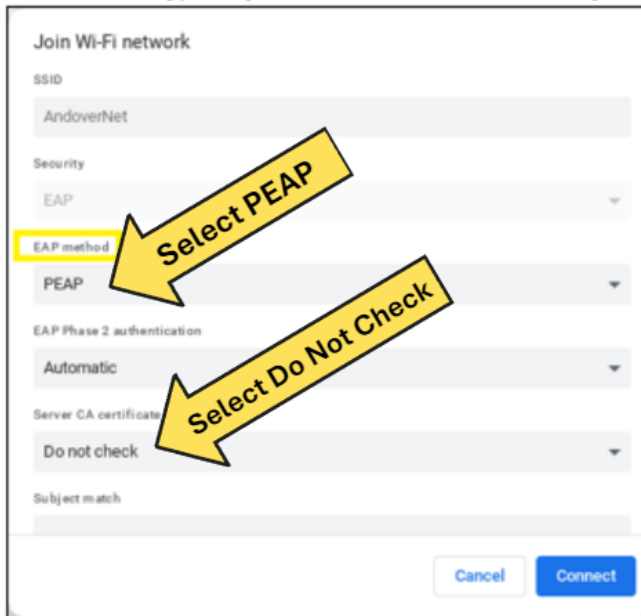
16. Enrollment is complete. The following steps must be completed in school.

17. The **next time** your student goes to school they will have to perform the following step to join AndoverNET

To join the **AndoverNET** wifi in school, please choose the wifi signal at the bottom right of the Chromebook, then select AndoverNET from the Wi-Fi dropdown menu.



- a. Once you select AndoverNet you will need to change the EAP method from LEAP to PEAP.
- b. Verify that the EAP Phase 2 authentication is set to Automatic
- c. Verify that Server CA Certificate is set to **DO NOT CHECK**
- d. Then type in your username email address in the Identity field along with your password and click Connect.



If you have questions, please send an email to etech@andoverma.us

Chromebook Management Questions and Answers

■ **What does “management” mean?**

- When managed the device can only be used with your student’s school account. Schools control all device settings and restrict applications. While in school, all content is controlled.
- . After reviewing the teacher and administration request for consistency, the School Committee voted to require Chromebooks and the management of them in 2020. *“Andover Schools require that middle school students use a Chromebook type device and that this device is managed by IT during school hours (7:45 AM- 3:15 PM) by Andover IT. During school hours (7:00 AM to 3:30 PM), students will only be able to login to their school-approved Google account and access school-approved applications. All other applications will be blocked. Once students leave school, they will be able to log into their personal account.*

■ **How does this protect my child?**

- During school hours your child is restricted to using school approved applications. While on the school network you are not permitted to visit inappropriate sites or download inappropriate content. Visits to all sites are logged and all emails sent and received via your school account are archived. We comply with all state and federal regulations including CIPA, COPPA and FERPA.

■ **Is the device managed all the time?**

- The device is managed only during school hours. It is unmanaged after 2:30pm, weekends, vacations and during the summer.
- In unmanaged mode, families may choose to add secondary accounts. Students may change the configurations and download extensions while using those secondary accounts.

■ **Other Details?**

- Devices must be “managed” by the IT department during school hours. “Management” means that students may only access their official school account during these hours and that they may only access applications approved by Andover Public Schools. Management does not provide IT with access to student cameras or microphones.
- Management is also different from “content filtering”. As a reminder, while students are in school and using the school network, we take extensive measures to protect them from inappropriate content. All Internet activity is filtered and monitored. However, while students are at home and using your personal network, it is your responsibility to

determine what content your student sees in accordance with your own family's standards.

- When at home families are responsible for monitoring internet content

If you have questions, please send an email to etech@andoverma.us