

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so that they can be taken care of. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker or returned to a cart/storage at the end of the day.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.

Carrying Chromebooks

- Always transport Chromebooks with care and with the screen closed.
 - Never lift Chromebooks by the screen.
 - Never carry Chromebooks with the screen open.
- Always place Chromebooks in the sleeve when moving from classroom to classroom.

Screen Care

- Do not put pressure on the top of a Chromebook when it is closed.
 - Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.