

Chromebooks Care

GENERAL CARE

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks have been labeled with a school inventory tag. **Please do not remove the tag.** No stickers, adhesive skins, etc. are to be placed on the Chromebook.
- Damage, loss, or theft must be reported immediately. All Chromebook repairs must be made through our technology department.

CARRYING CHROMEBOOKS

- Keep your Chromebook in the bag provided to you when not in use. Even if the Chromebook is in your backpack, it should be inside the bag provided.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving. Do not carry your Chromebook while the screen is open.
- Unplug your Chromebook when it is not charging.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- When carrying your Chromebook in its bag, **place the strap across your body to secure it** and limit the possibility of dropping.
- Do not place other items in your Chromebook bag. The bag is meant to hold only the Chromebook. Other items can put pressure on the Chromebook screen.

SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

A/C POWER ADAPTER

- The port on the power adapter is fragile – insert and remove with care every time.
- Do not carry your Chromebook around with the power adapter plugged in.

CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for between 6-8 hours.
- Make sure to plug your Chromebook in each night so that it is fully charged for the morning. Leave your charger at home as there is limited places to charge Chromebooks in classrooms.

KEEPING YOUR CHROMEBOOK CLEAN

- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.
- Do NOT spray or wipe your Chromebook with any windex/household cleaner/water and/or cleaning cloth/wipes.
- Clean your Chromebook keys and screen with a lightly moistened soft cloth or a computer cleaning solution.