



CARING FOR YOUR CHROMEBOOK

GENERAL PRECAUTIONS

- No food or drink should be next to a Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into a Chromebook.
- Chromebooks should not be used or stored near pets.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Never leave a Chromebook in an unsecured location

SCREEN CARE

The Chromebook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

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

ASSET TAGS

- All Chromebooks will be labeled with a district asset tag
 - Asset tags may not be modified or tampered with in any way
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USING YOUR CHROMEBOOK AT SCHOOL

WHAT TO DO IF:

YOUR CHROMEBOOK NEEDS TO BE REPAIRED

Stop by the LLC - we will troubleshoot to fix on site and/or send it out for repair.

YOU LOST YOUR CHROMEBOOK / OR IT WAS STOLEN

If your Chromebook is stolen at school, please report it to dean/police liaison.

Lost Chromebooks incur a fee: please see the fee schedule on the permission form for replacement cost