

# Taking Care of Your District Chromebook

- Students are responsible for the general care of the Chromebook the school has issued them.

**District-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 when in school or in a public place. Do not tamper with, modify or deface device asset tag or serial number in any way.

## General Precautions

- No food or drink should be next to Chromebooks.
- Locate a safe and clean space for your Chromebook to keep it plugged in when possible such as a desk.
- Cords, cables, headphones, must be inserted carefully into appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in situations where the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.

## Battery Care

- Do not fully deplete your battery. **If you run the battery down to close to zero you are damaging the battery cells.**
- Like any rechargeable battery, Chromebooks batteries have a useful life of a finite number of charges, discharge and recharge cycles. But please don't leave battery charger plugged in when not charging your Chrome Book. Plug charger in to socket. When removing charger for the electrical outlet, do not pull on the cord to remove from electrical outlet. Use your hand to grab the plug you put into the electrical outlet, tug softly and smoothly, don't yank out.
- In order to maximize the life of the device wherever possible (wherever it is safe to) please keep the device plugged in and charging when you are working on your Chromebook.

## Carrying Chromebooks

- Always transport Chromebooks with care.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom or at home.

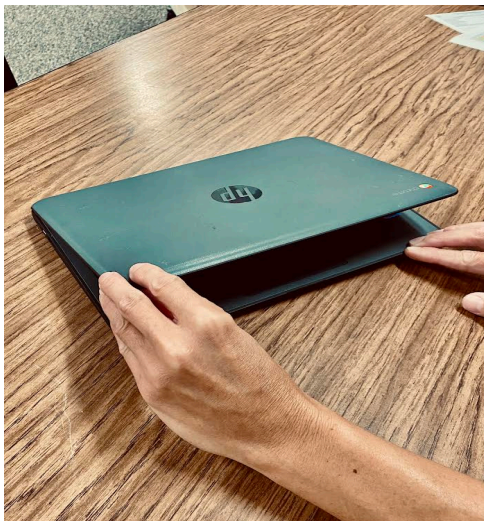
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

## Opening the Chromebook

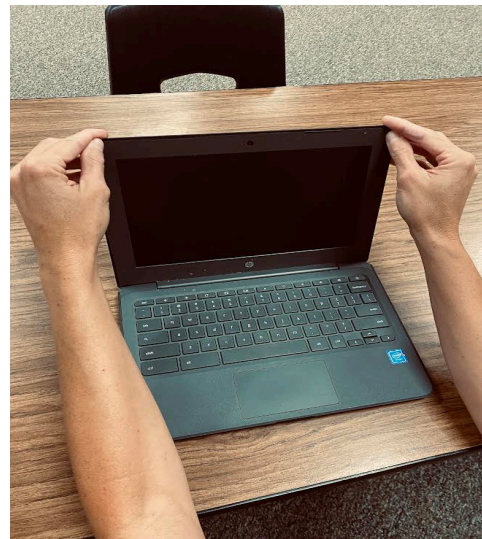
- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position (Figure 1. Opening a Chromebook.)

## Closing the Chromebook

- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device.
- Obstacles on the keyboard could cause broken screens or damaged hinges such as pens or pencils.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands—one at either corner of the screen (Figure 2. Closing a Chromebook.)
- Close the screen gently.



**Figure 1. Opening a Chromebook**  
**Screen Care**



**Figure 2. Closing a Chromebook**

- The Chromebook screen 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, and excess heat. Never leave in the Sun, or in the car on a hot day for hours.
- Never spray cleaning solutions onto the screen.
- Always use a microfiber cloth and a computer screen approved spray cleaner onto the cloth and gently wipe away residue.
- Do not put pressure on the top of a Chromebook when it is closed. Never press hard against the cover, or put heavy items on top of your Chrome Book.
- 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).
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.