

# CHROMEBOOKS ARE FOR LEARNING!

<https://www.youtube.com/watch?v=RIL4Qn4XgU4>  
<https://www.youtube.com/watch?v=czXax6UKNwQ>

## General Use Guidelines

- Each student will be issued a chromebook and that student is ultimately responsible for the chromebook. If you let someone else use your chromebook, you are still responsible.
- No food or drink should be near the Chromebooks. Or use near water (i.e. science rooms, restrooms)
- Cords, cables, and removable storage devices must be inserted and removed carefully into Chromebooks.
- Never yank the cord to unplug the charger from the computer or the outlet
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, tape or any type of personalization. Static cling decals that peel off easily are permitted.
- Heavy objects should never be placed on top of Chromebooks. This includes storing it in the bottom of a backpack.
- Chromebooks should not be used/stored in extreme temperatures. 50-80 degrees is a good guideline to follow.
- Make sure your hands are clean before using the chromebook.
- Chromebooks should only be used on flat surfaces.

## Chromebook Cases

- Each Chromebook will be issued with a required protective case.
- The case should not be removed for any reason. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

## Carrying Chromebooks

- Always transport Chromebooks with two hands.
- Never, ever lift Chromebooks by the screen.
- Always carry Chromebooks with the screen closed.
- Always remove flash drives before putting the chromebook in your bag or transporting.

## Screen Care

- The Chromebook touchscreen 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.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.) Even a very small item can shatter the screen.
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

**Identification and Inventory Tags**

- All Chromebooks will be labeled with an identification tag bearing the name of the student to which it has been issued. Additionally, the barcode on the device is associated with our device inventory. This is to ensure that students return the Chromebooks issued to them.
- Tags may not be modified or tampered with in any way.

**Damage**

- Report any kind of damage to your teacher right away.
- Do not try to repair your chromebook. Even broken keys need to be fixed by the technology department.