

# Chromebook Care and Handling

## Taking Care of the Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must take the device to a teacher or school Technology Coordinator as soon as possible so the device can be taken care of properly.

**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 except when locked safely in their home.

1. General Precautions
  - No food or drink should be next to Chromebooks.
  - Cords, cables, and removable storage devices (e.g. thumb drives) 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 when the cord may be a tripping hazard.
  - Chromebooks must remain free of any writing, drawing, stickers, and labels. Only approved Chromebook skins are allowed.
  - 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.
2. Carrying Chromebooks
  - Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
  - Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
  - Never lift a Chromebook by the screen.
  - Never carry a Chromebook with the screen open.
3. 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.
  - The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

#### 4. 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.
- 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.
  - Close the screen gently.

#### Screen Care

- 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.
  - 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 place anything in the protective case that will press against the cover.
  - 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.
- Asset Tags
  - All Chromebooks will be labeled with a Chilton County asset tag.
  - Asset tags may not be modified or tampered with in any way.
  - Students may be charged up to the full replacement cost of a Chromebook for tampering with a Chilton County asset tag or turning in a Chromebook without a Chilton County asset tag.