

Tips for Proper Care of Chromebooks

- Always close the Chromebook before walking with it.
- If you have a case, be sure to place the Chromebook inside before you walk in the hallways.
- Running in the hallways is prohibited--keep in mind that all students are now carrying Chromebooks.
- No food or drink should be near your Chromebook that could potentially be spilled and cause damage.
- Do not use your chromebook around pets.
- When finished using chromebook, be sure to close it and put it away in a safe spot.
- Do not leave your chromebook on the floor.
- Treat your Chromebook as a valuable material--do not leave it unattended. If it is stolen while you have left it unattended, it is considered lost and you are liable for the cost to replace it.

Screen Care

- Use both hands when opening the Chromebooks.
- Do not hold the Chromebook by the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, headphones)
- Never pack your Chromebook with other materials. Keep it separate from textbooks and other heavy objects that could potentially damage the screen.

Cleaning your Chromebook

- Do not use any chemicals or other liquids to clean your Chromebook.
- Use microfiber cloth to wipe down the screen.

Powering your Chromebook

- Chromebooks are required to be fully charged when you arrive at school each day.
- When charging, be sure to place the Chromebook in an area that will prevent people from tripping on the power cord. This could injure the person and/or damage the Chromebook.
- Determine a consistent place to charge your Chromebook at home.

Protecting your Account

- Anytime you leave your Chromebook on your desk, close the lid so that no one can access your documents.
- Do not share your Chromebook with anyone unless your teacher asks you to do so--In that case, be sure to sign out before you hand your Chromebook to the other student.
- Do not share your password with anyone.

Repairing your Damaged Chromebook

All chromebooks in need of repair must be brought to room e200a before school (7:00 - 7:15 am), during lunch , or after school (1:50 - 2:00 pm).

- The district will repair damaged equipment resulting from normal use at no cost to the student/parent/guardian.
- If the parent/guardian elected to participate in the voluntary chromebook damage/loss form, vandalism repairs will be covered at no cost to the parent/guardian. Damage caused by negligence will be the responsibility of the student/parent/guardian to pay for.
- District chromebooks should never be brought to outside computer services for any repairs or maintenance.

The following are costs of Chromebook parts and replacement:

- Total replacement of chromebook - \$305
- Replacement of screen - \$70
- Replacement of keyboard/trackpad - \$125
- Replacement of power cord - \$25
- Replacement of hinges - \$45
- Replacement of sleeve - \$25