

Chromebook Care Instructions

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- 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 in their hallway locker.

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.
- 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.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Chromebooks should never be left in an unlocked vehicle or unsupervised area.
- Do NOT block air flow when the device is on.
- Please do NOT remove the school issued label on the device.
- Report any damage, loss or theft immediately.

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.
- If carrying your Chromebook in your backpack, avoid sharp objects in your backpack around your Chromebook. Avoid throwing your backpack or leaving it in places where it can be accidentally kicked.

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.

5. 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.
- 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.
- Do not poke the screen with anything that will mark or scratch the screen surface.

6. Disinfect/Clean Your Chromebook

- Clean your Chromebook keys and screen with a lightly moistened cleaning paper/cloth. If using a disinfecting wipe, the wipe should be only lightly moistened.
- Clean your Chromebook only while it is powered off. Wait until all moisture has evaporated completely before turning it on again.
- You can use a wide variety of cleaning/disinfecting products for electronics. Most cleaning products/wipes will indicate in the label whether it is safe to use on electronics. When there is no information on the label, avoid using any product

containing any high concentration of ammonia or other strong solvents to clean your Chromebook.

- Remember that water and electronics do not mix. So, anything you use should be lightly moistened.
- Do NOT spray your Chromebook directly with any windex/household cleaner/water.
- Do NOT use a heavily wet Clorox or similar cleaning cloth/wipes on your Chromebook.
- Pay particular attention when cleaning the keys. Too much moisture will cause the keys on the keyboard to stop working.
- Do NOT clean inside the ports (USB-C, Power, HDMI) with any moisture as that might cause them to stop working.

7. Using Your Chrombook at School and Charging

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes, unless otherwise advised by their teacher.
- Use of a laptop in school is subject to rules, procedures and instruction of school staff members
- If student does not bring his/her Chromebook to school, the student has the option to check out a loaner from Mrs. Deichert. This privilege may be revoked for repeat offenders.
- Availability of loaner devices is on a first come, first served basis, and is not guaranteed.
- Please charge your Chromebook each night.

8. Files, Applications, and Security

- Student files should be stored in Google Drive or other cloud-based storage.
- FPS is NOT responsible for loss of student work.
- The applications originally installed by FPS should remain on the laptop in usable condition and be easily accessible at all times.
- If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted.
- The school does not accept responsibility for the loss of any data or software deleted due to a re-format or re-image.
- Students may not use or install any operating system on their Chromebooks other than the current version of Chrome OS that is supported and managed by the district.
- Always be on alert for suspicious emails that contain links and websites that ask for personal information such as name, date of birth or passwords.

9. Intentional or Negligent Damage

Students could be held partially or fully responsible for damages/loss to their Chromebooks. Examples include:

- Liquid/beverage spills on the laptop.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook. This includes intentionally marking, defacing and/or abusing the laptop. Also damage caused by tampering with hardware components to alter district configurations.
- Leaving the Chromebook unattended or failing to secure it per school recommendations.
- Leaving the Chromebook in an unlocked car, locker, or on the bus.
- Mysterious disappearance of the Chromebook - meaning the device user has no knowledge as to the place, time or manner of the loss.

10. Chromebook Technical Support

- All repair requests must be made to Mrs. Deichert through the help ticket on the website, email or talking to her.
- If the technology department does not have an immediate solution, and the device is inoperable, the student will be issued a loaner device, upon availability, to use during the school day until the problem is resolved.