

Chromebook Care



GENERAL CARE

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks have been labeled with the inventory tag. Please do not remove the tag.

CARRYING CHROMEBOOKS

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving. Do not carry your Chromebook while the screen is open.
- Unplug your Chromebook when it is not charging.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

A/C POWER ADAPTER

- The port on the power adapter is fragile – insert and remove with care every time.

CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for between 6-8 hours.
- Make sure to plug your Chromebook when done using it so that it is fully charged for the next student.

KEEPING YOUR CHROMEBOOK CLEAN

Do's

- Be sure to turn off your Chromebook, unplug the power cord from the mobile cart or power strip, before you start the cleaning process.
- Use a disinfectant wipe to wipe the area first **(MAKE SURE IT IS ONLY DAMP AND NOT WET TO THE TOUCH!)**, then use a soft, lint-free cloth, to dry the area.

Don'ts

- Do not use disinfectant wipes containing bleach or disinfectant sprays in general.
- **Do not use an extremely damp disinfectant wipe to clean the area. If you encounter a very damp wipe it may need to be squeezed to remove some of the excess liquid before use.**
- Do not allow the liquid from the disinfectant wipe to sit or pool on the area being disinfected for a long amount of time.
- Do not use rough towels or cloths to dry the area.
- Do not use excess force when disinfecting the area around the keyboard; this could damage the keys.