



Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the homeroom teacher immediately. Chromebooks **SHOULD NEVER** be worked on by anyone other than a KCS technician.

General Precautions:

- ❖ No food or drink is allowed next to your Chromebook while it is in use.
- ❖ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- ❖ Chromebooks must remain free of any writing, drawing, stickers, or labels other than the KCS blue asset TAG on bottom.
- ❖ Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- ❖ Chromebook lids should be closed and devices shut down when not in use to conserve battery life. Make sure **NOTHING** is laying on the keyboard/device before shutting the lid.
- ❖ Chromebooks should never be shoved or wedged into a book bag as this may break the screen.
- ❖ Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- ❖ Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook:

- The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling.
- It is recommended that students not place Chromebooks in their backpacks along with other items. The weight of books and other items can potentially damage the device. (*there are special backpacks that have a separate device compartment)

Screen Care:

- ★ The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- ★ Do not lean on top of the Chromebook.
- ★ Do not place anything near the Chromebook that could put pressure on the screen.
- ★ If using a carry case do not put anything against or on it that will press against the cover.
- ★ Do not poke the screen. (*if touchscreen lightly press for action)
- ★ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- ★ Clean the screen with a soft, dry microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.