



E-mail the LHS Help Desk at lhshelpdesk@s.lhs210.net

Expectations for Chromebook Use

- Fully charged Chromebooks and personal listening devices (i.e., headphones, ear buds) that are compatible with Chromebooks must be brought to school daily.
- Users must demonstrate responsible care for their Chromebooks and accompanying items, which includes following the manufacturer's instructions for safe handling, storage and cleaning.
- Permanent stickers, labels or other markings may not be affixed to Chromebooks. Users may, however, purchase a protective "skin" and personalize it appropriately. Chromebook cases may be purchased from the LHS Help Desk.
- Users may not disassemble any part of the Chromebook or attempt repairs; Chromebooks in need of repair or maintenance must be taken promptly to the LHS Help Desk and may not be serviced by a third party.
- Chromebooks are on loan to users and are the property of Lemont High School.
- Chromebooks must be returned in good condition to Lemont High School when so directed, along with working styluses (if provided) and power adapters. Replacement styluses and power adapters may be purchased from the LHS Help Desk.
- Parents/guardians are responsible for the full cost to replace Chromebooks and/or styluses (if provided) and power adapters. Lost/stolen or non-functioning items should be promptly reported to the LHS Help Desk.
- Parents/guardians are responsible for the deductible cost to replace screens.
- Parents/guardians are responsible for damage to Chromebooks caused by neglect or abuse.
- Users should save documents to their Google Drive.
- All school-installed software, applications and asset tags must remain on the Chromebook.
- Additional software or applications may not be downloaded onto Chromebooks without prior permission from a school administrator.
- Users must not attempt to alter the configuration of a Chromebook in any way.
- Student use of Chromebooks is restricted to the individual to whom the Chromebook was issued; Chromebooks may not be loaned to other individuals or family members.
- Chromebooks are subject to inspection by Lemont High School at any time without notice.
- Passwords never should be shared.

Care of Chromebook Screens

- Screens are easily damaged, particularly from pressure.
- Users should avoid placing anything heavy on top of the Chromebook, such as textbooks.
- Chromebooks should not be lifted by the screen or carried with the screen open.
- A deductible of \$100 will be charged for a replacement screen.

Tips for Chromebook Care

- Chromebooks should be kept away from food and drinks.
- Chromebooks should be placed on a stable, flat surface.
- Users should make sure that nothing is on the keyboard, such as pens or pencils, before closing the lid.
- Chromebooks should not be left in cars or otherwise exposed to excessive heat or cold.
- Users should not use products containing ammonia, alcohol or other strong solvents to clean keyboards or Chromebook covers. A microfiber cloth should be used to clean the screen.
- Users should restart their Chromebooks at least once per week.