



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) 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.
- Users may purchase a protective "skin" and personalize it appropriately.
- 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 styluses and power adapters.
- Parents/guardians are responsible for the full cost to replace Chromebooks and/or styluses and power adapters. Lost or stolen items should be promptly reported to the LHS Help Desk.
- Parents/guardians are responsible for the cost to replace cracked or broken 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.
- Students should not respond to email bombs or chains.
- Students should not use school e-mail accounts to subscribe to non-school related services to limit exposure of their school-issued addresses

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.