

CHROMEBOOK *Care*

Rockcastle County Schools Technology Department would like to remind both parents and students that students are responsible for the care of the Chromebook issued by the school.

Chromebooks that are broken or fail to work properly should be reported to the Technology Dept as soon as possible. Phone: (606) 256-1111, email - tech.support@rockcastle.kyschools.us, or submit a ticket from our website (www.rockcastle.kyschools.us)

GENERAL PRECAUTIONS

- No food or beverages should be near your Chromebook.
- Cords, cables and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Never carry your Chromebook while the screen is open, unless directed to do so.
- Remember to visit only approved websites, keep your password private and log off when you're finished. Remember anything that happens under your account is your responsibility. All websites and email are monitored by district technology staff and district mental health counselors.

CHROMEBOOK CARE

- Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils, flash drive, etc.).
- Clean the screen with a soft, dry cloth or anti-static cloth
Do not use commercial glass cleaners.
- This includes intentionally marking, defacing/abusing the laptop, tampering with hardware components to alter district configurations or disappearance of the laptop.

Students could be held partially or fully responsible for damages to or loss of Chromebooks. Fees, as well as disciplinary actions, may be implemented for deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook.

