



chromebook

care tips for families



Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must be reported to the school as soon as possible & cannot deface or personalize chromebook with stickers/markers.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks
- Chromebooks should not be used or stored near pets.
- Heavy objects should never be placed on top of Chromebooks.
- When opening a chromebook, the screen will only open so far. Do not attempt to open the screen beyond this stopping point as the screen will break if forced!
- Open the Chromebook only when it is resting on a flat surface such as a table or desk.

Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in damages to the device.
- Students should hold the Chromebooks with cover closed with two hands if they need to carry the Chromebook anywhere within the home.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

Closing the Chromebooks

- Before closing the screen, make sure there is nothing on the keyboard preventing full closure of the device. Obstacles on the keyboard can cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands—one at either corner of the screen
- Close the screen gently, always close the screen when finished using the chromebook. NEVER leave chromebook open when not in use.

Screen Care & Asset Tags

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. (The screens are sensitive to damage from excessive pressure.)
- Do not put pressure on the top of a Chromebook when it is closed.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- All Chromebooks will be labeled with a Southeast Dubois asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full cost of the Chromebook for tampering with a Southeast Dubois asset tag/turning in a Chromebook without a Southeast Dubois asset tag.