



## Chromebooks Care

### General Care

- Do NOT have any food or drinks near the Chromebook.
- Cord must be inserted CAREFULLY into the Chromebook.
- Chromebooks do NOT like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pencil or any other item.
- Do NOT place your Chromebook on uneven surfaces where they might accidentally fall.
- Avoid placing heavy objects on the top of the Chromebook.
- Chromebooks do NOT like excessive heat or cold.
- Damage, loss, or theft must be reported immediately. All Chromebook repairs must be made through our technology department.
- DO NOT remove the protective case for any reason, you will be billed for any damages that result.

### Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed when moving. Do NOT carry your Chromebook while the screen is open.
- NEVER move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

### Charging Your Chromebook

- The Chromebook holds a charge for between 6-8 hours
- Make sure to plug your Chromebook in each night (when at home) so that it is fully charged for the morning. Leave your charger at home.

### Keeping Your Chromebook Clean

- Do NOT spray your Chromebook with any windex/household cleaner/water.
- Clean the outside/keys and screen with a LIGHTLY moistened Clorox wipe (do NOT use a saturated one)- use a dry soft cloth to dry off Chromebook.