

Chromebook Guidelines for Students

These guidelines have been created to prevent accidental damage to the Chromebooks and to ensure that students are using them safely for educational purposes. Guidelines will be enforced in all areas of the school and should also be followed at home.

- 1. ALWAYS** use the Chromebook placed flat on a desk or table, NOT in lap, on the floor etc.
- 2. ALWAYS** carry or transport the Chromebook with the lid closed.
- 3. ALWAYS** keep all food, drink, and heavy objects away from the area where the Chromebook is being used to prevent accidental damage to the Chromebook.
- 4. ALWAYS** bring your Chromebook to school, charged and ready to use, and to each class throughout the day.
- 5. ALWAYS** keep your Chromebook in a safe, secure environment. Do not leave your Chromebook unattended or anywhere it could be exposed to extreme temperatures, theft, or other damage.
- 6. ALWAYS** use your own Chromebook and don't allow other students to use it because each student is responsible for damages to his or her own Chromebook.
- 7. ALWAYS** treat others as you wish to be treated online as well as in person.
- 8. NEVER** place anything else in your case with the Chromebook since this could damage the Chromebook screen. This includes papers as they can cause the machine to overheat.
- 9. NEVER** place the Chromebook on the floor where it may be stepped on.
- 10. NEVER** push the Chromebook screen back too far or pick the Chromebook up by the screen as this will cause a short in the screen.
- 11. NEVER** touch the screen of the Chromebook with fingers or any other object.
- 12. NEVER** place/use the Chromebook on any soft surfaces such as pillows or mattresses as it could block the airflow and cause the Chromebook to overheat
- 13. NEVER** close the Chromebook with ANYTHING on the keyboard as this may damage the screen (be especially mindful of earbuds, pencils, papers, etc.)
- 14. NEVER** remove asset identifying tags and labels.
- 15. NEVER** put stickers on, draw on, or otherwise mark or intentionally damage the Chromebooks. They are school property and do not belong to you.
- 16. NEVER** attempt to repair a Chromebook yourself. This will void warranty and will most likely lead to more issues
- 17. NEVER** attempt to visit blocked sites or use the computer in a way that is not allowed in the MCSD Acceptable Use Policy.