

1:1 Chromebook Information for JHHS Students

Carefully read all sections of the HCS Access to Electronic Media Procedure and Responsible Use Policy @ <https://www.hardin.kyschools.us/administration/technology>

General Information

- *The Chromebook is the property of Hardin County Schools. Activity on the Chromebook may be tracked and monitored by the HCS technology department. The Chromebook should be used for **educational purposes only**.
- ***BRING THE CHROMEBOOK TO SCHOOL FULLY CHARGED EVERY DAY.** Charge the Chromebook overnight. There will be no extra chargers at JHHS for students to borrow for charging devices.
- *Only the student to whom the Chromebook is assigned may use the device. **Do not loan the Chromebook or charger to anyone.**
- ***Damage, theft, or loss must be reported immediately** to Ms.Regis (Library Media Specialist) or to Mrs. Jones (Assistant Principal). This also includes loss or damage to the charger.
- *Students should seek assistance from Ms. Regis in the library if they experience operational problems with logging in, needing a password reset, etc.

Chromebook Care

- *Students will use the same JHHS Chromebook for all years they are students at JHHS. It is essential that students treat their assigned Chromebook with **the greatest of care**, so the Chromebook will continue to work efficiently.
- ***Do not remove JHHS labels or stickers** from the Chromebook.
- ***Chromebook screens are fragile!** Never place heavy items on top of the Chromebook. Never press on the Chromebook. Do not close the lid with any items left on the keyboard. Do not poke the screen with anything that will scratch, crack, or mark the screen.
- *Keep the Chromebook away from **small children and pets**.
- ***Do not carry or grab the device by the cover or by the corner of the screen.** Close the Chromebook before carrying it.
- ***Keep the Chromebook away from food & candy, liquids of all kinds, moisture, and dirt.**
- ***Do not leave the Chromebook unattended** at home or at school. The student to whom the Chromebook is assigned is responsible for the condition of the device at all times.
- *In bags or backpacks, **do not store the Chromebook with foods, liquids of any kind, sharp objects, dirty items, open markers and pens, etc. Do not allow the Chromebook to be banged or tossed around in a book bag.**
- *Do not apply stickers, labels, marking, or any sort of decoration to the Chromebook. Do not bedazzle or decorate the device.
- *Unplug the Chromebook when it is not charging.
- ***Avoid excessive heat and cold.** Do not store your Chromebook in a hot or freezing car.
- *The adapter/charging port is fragile. Insert and remove carefully. **Do not allow the power cord to be cut, chewed, or crimped.** Keep the adapter pack and power cord clean. **Do not lose the power pack & cord.**

KEEPING YOUR CHROMEBOOK CLEAN

- Clean your Chromebook keys and screen with a clean, *lightly* moistened, and lint-free cloth.
- Use only cleaning products/wipes that indicate on the label that they are safe to use on electronics. When there is no information on the label, avoid using the product. Never use products containing ammonia or other strong solvents.
- Never spray the Chromebook directly with cleaner or water.
- Do NOT use a heavily wet Clorox or similar cleaning cloth/wipe on your Chromebook. Make sure all extra moisture is completely squeezed out of the wipe.
- Pay particular attention when cleaning the keys. Too much moisture will cause the keys on the keyboard to stop working.
- Clean your Chromebook only while it is powered off and unplugged.
- Do NOT clean inside the ports (USB-C, power, HDMI) with any moisture as that might cause them to stop working. Do not poke a sharp object into the ports to try to clean them.
- Wait until all moisture has evaporated completely *before closing the lid* or before turning it on again.

⚠ **Remember, keep the Chromebook away from all food & candy, drinks (even water), dirt, dust, powders, lotions, beauty products, fingernail polish, etc.**