



Jackson County School District

Office of Informational Technology

Department of Educational Technology

JCSD Chromebook Care Guide

- **General Precautions**
 - Chromebooks should be placed on stable surfaces during use.
 - Chromebooks should be used away from food and drinks.
 - Cords, cables, and removable storage devices (e.g. thumb drives and headphone jacks) must be inserted carefully into the appropriate port on the Chromebooks.
 - Chromebooks are the responsibility of the student that was issued the device.
- **Carrying Chromebooks**
 - Always transport Chromebooks with care.
 - Hold the device (cover closed) with two hands to carry the Chromebook.
 - Lift the Chromebook carefully from the base.
- **Opening and Closing Chromebook**
 - Open and close the Chromebook only when it rests on a flat surface such as a table or desk.
 - Chromebooks have a limited angle, as the screen will break if forced further than allowed.
 - Before closing the screen, ensure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard (such as notebook and pencil) could cause broken screens or damaged hinges.
 - Close the screen gently using two hands—one at either corner of the screen.
- **Screen Care**
 - The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
 - Ensure the keyboard is clear of items before closing the lid (e.g. pens, pencils, etc.).
 - If necessary, follow the cleaning instructions below.
- **Chromebook Cleaning Guide**
 - Completely power down your Chromebook before cleaning.
 - Disconnect any cables or peripherals that are plugged into your Chromebook before cleaning.
 - Use compressed air to remove larger pieces of dirt or dust that might be in your keyboard and ports. When using compressed air, only give it a few short bursts. If you have an extra cleaning cloth, you can also slightly dampen it with plain water and wipe down the device during this step. Make sure your cloth is only damp by wringing out the cloth of excess water.
 - Apply a small amount of rubbing alcohol solution to the cleaning cloth and completely wipe down the entire Chromebook, including the screen and around each key of the keyboard. Use light pressure to remove any fingerprints or smudges on the screen, but not too much since this could damage the display. **Do not use cleaning wipes of any kind.**
 - After everything is dry, you can use a dry microfiber to buff the screen and remove any haze that might be lingering on the display from the disinfection process.



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