



Chromebook Guidelines for Proper Care

1. Do not eat or drink while using the Chromebook.
2. Do not leave the Chromebook exposed to direct sunlight, heat or extreme cold conditions.
3. Do not drop the Chromebook or allow it to fall.
4. Unplug the Chromebook during storms and use a surge protector when the laptop is plugged in.
5. Give care appropriate for the Chromebook and devices as described in the product manual.
6. Do not disable the Chromebook's virus protection programs.
7. Update all programs frequently to avoid data loss or corruption.
8. Do not attempt to repair a damaged or malfunctioning Chromebook.
9. Do not attempt to upgrade the Chromebook or software beyond standard software updates.
10. Do not load software without direct permission or instruction from an Our Lady of the Assumption School technology or homeroom teacher.
11. Do not let children play on or with the Chromebook.
12. Do not leave the Chromebook unattended in any unlocked home, office, classroom or vehicle.
13. Do not leave the A/C adapter behind when moving the Chromebook.
14. Do not use an A/C adapter which was not issued with your Chromebook.

I, _____ have read the above stated guidelines for the care of the OLA School-issued Chromebook. I agree to adhere to these directions during the loan period of the device. I understand it is my responsibility to apply the care and safety measures outline above while Chromebook _____ is assigned to me. **Loss or damage of the assigned Chromebook and/or charger will result in a financial charge to the parent for replacement of the device.**

Student Signature /Date

Parent Signature /Date

OFFICIAL USE ONLY

Date assigned:

Date returned to OLA:

Comments: