DOs & DON'Ts for Taking Care of Your New Device

✅ DO: Take Care of Your Device

- **Always keep your device in its protective case.** It helps prevent damage from drops, spills, and scratches.
- **Use only a soft, lint-free cloth to clean the screen.** Avoid using window cleaners, household sprays, ammonia, hydrogen peroxide, or any harsh chemicals.
- **Clean the case with a slightly damp cloth — only when the device is powered off.** Never spray liquids directly onto the device.
- **Turn down brightness and volume, and close unused apps or tabs** to help conserve battery life.

🚫 DON'T: Risk Damaging Your Device

- **Never put objects into the ports.** This can cause damage that is *not* covered by insurance and may result in repair charges.
- **Don't use pencils, pens, crayons, erasers, or any other unapproved objects on the screen.** It's designed for fingers, stylus and approved Chromebook stylus pens only!
- **Don't place heavy items (like books) on top of your device.** This can crack the screen or cause other serious damage.
- **Avoid piling your device with other items.** It should be stored safely and separately.
- **Avoid stickers on the screen.** If you'd like to personalize it, use *removable* stickers only on the hard plastic areas of the case.
- **Do not remove the school-issued ID stickers or tags** on the device.
- **Do not eat or drink near your device, and never carry liquids in the same bag.** Spills can be very damaging (and sticky).
- **Never bend, twist, or chew charging cords.** Damaged cords are a safety hazard and are not covered by insurance. Each student receives *one* charger — replacements are the family's responsibility.
- **Do not share your device or let others sign into their email on it.** This can disrupt your schoolwork and cause delays for you and your classmates.
- **Never intentionally damage your device.** Swinging it around or scratching it on purpose isn't just destructive — it's also avoidable.

💡 **Use common sense.** This is your device, and it's important. Treat it with care and respect so it stays in great condition all year long!