

Chromebook Care Information

General Care & Precautions

- Every District-provided Chromebook has a protective carrying case or hard shell case on the device. Devices should be transported in these cases. **Never remove the hard shell case from the device.**
- Devices should be charged for school every night.
- Check for device updates and restart the Chromebook every week.
- Do not remove any labels on the device (CHSD asset tags, serial number tags, name tags, etc.).
- Cords, cables, and removable devices should be inserted carefully into the device. Do not insert foreign objects into the Chromebook.
- Keep food or drinks away from the Chromebook.
- When carrying the device, use two hands and the lid should be closed.
- Do not leave Chromebooks outside or use it near water or humidity (bathrooms, kitchens, pools, etc.).
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Do not leave Chromebooks in a vehicle.
- Do not allow pets or small children near the Chromebook or charging cable.

Screen Care

- Do not pick up the device by the screen. Carry the device with two hands and the lid closed.
- Do not place items on top of the device when it is closed.
- Do not close the screen with objects on the keyboard (ex. pens or pencils, flash drives, notebooks, etc.).
- Do not touch the screen with any object that could mark or scratch the surface.
- Clean the screen with a soft, dry microfiber cloth only after shutting down the device.

Battery Care & Storage

- Do not leave the Chromebook plugged into the charger for more than one consecutive day.
- Keep open tabs in the browser to a minimum to improve performance and battery life.
- When not using the Chromebook, store the device in a cool, safe place within your home. Remove items from the ports and unplug the charging cable for storage.

Device Security & Damage

- Students are responsible for their device and it should never be used by anyone but the assigned student. Other household members should not use the device.
- District passwords and login information should not be shared with others.
- The District will cover the cost of one incident of accidental damage to the Chromebook annually. Any additional accidental damage will be charged to the student and their family. Any intentional damage to the device will be charged to the student and their family.

Component	1 st Accidental Damage Incident	2 nd / 3 rd / 4 th Accidental Damage Incident or Intentional Damage
Screen	Covered by District	\$125
Keyboard/Keys	Covered by District	\$75
Headphone Jack	Covered by District	\$75
Motherboard (Connectors and/or Ports)	Covered by District	\$200
Power Adapter/Charger	Defective - Free Replacement Negligence/Lost/Stolen - \$25	\$25
Complete Replacement	Damaged - Free Replacement Lost/Stolen - Police Report for Free Replacement	\$425

- If the Chromebook would experience any issues or damage, please contact Amanda Rhinehart, Director of Technology, at arhinehart@camphillsd.k12.pa.us or 717-901-2400 ext. 5940.
- If a device would need repaired, a loaner device will be issued to the student. Any fees resulting from damage to the device must be paid immediately or a student debt will incur.