

UNIVERSITY PREPARATION CHARTER SCHOOL

TAKING CARE OF YOUR CHROMEBOOK

Students, You are Responsible for the Daily Care of your School-issued Chromebook!
Here are some tips to keep it in Good Shape.

Use it Wisely

- Follow all Guidelines in the “Acceptable Use Policy & Chromebook Agreement”
- **Be Mindful of Online Activities**
- NEVER leave your chromebook logged in when you walk away.
- **NEVER share your Chromebook or PASSWORD**

Protect it

- **KEEP it in it's CASE at all time**
- Remove all objects from Keyboard Prior to closing
- Do not Carry it by the Screen. Use 2 hands
- **Do not Eat or Drink near your device**
- Do not put heavy objects on top of it.
- **Do not drop it, throw it or leave it unattended**
- Do not WRITE on any surfaces
- KEEP it Sticker Free

Be Responsible

- **CHARGE** your Device Every Night
- **Bring it to Class Daily**
- **Respect** those around you: use headphones
- **TELL** your Teacher immediately if it is not working Properly
- **You are Responsible for any DAMAGE and/or LOSS of Chromebook, Case & Charger**