



Wardlaw Academy students receive a school-owned chromebook (Grades 6-12) for use in their schoolwork. It is important that you take care of your chromebook at all times. Following these simple rules will ensure that you have a working chromebook to use at home and at school.

You must bring your charged chromebook to school and back home daily, as you would with any other school supply.

If you need technology assistance or need to report device damage, please email **cdorn@wardlawacademy.com**. Students may also bring the broken chromebook to Carla Dorn in the front office.

Protecting your chromebook

- Do not add any stickers or any other decorative items that would alter the appearance of the chromebook from when you received it.
- Do not tamper with school inventory tags that are present on the chromebook.
- Use both hands when opening the chromebook.
- **Do not hold a chromebook by the screen. It can cause a stress crack.**
- Always close your chromebook before walking with it.
- In your backpack or at your desk, keep your chromebook separated from books and other heavy objects that can damage it.
- Keep food and drink away from your chromebook. **Do not eat or drink with it nearby.**
- Treat your chromebook as valuable material. Do not leave it lying around.
- Shut your chromebook down daily so that it can receive the updates it needs.

Cleaning your chromebook

- Do not use any chemicals or other liquids to clean your chromebook.

- Use only a very soft or microfiber cloth to wipe down the screen. You may make it lightly damp with water if needed. Do not spray anything directly on the chromebook.

Powering your chromebook

- Chromebooks are required to be fully charged when you arrive at school each day. **You will NOT be given a charger if your chromebook is not charged.**

Protecting your account

- Anytime you leave your chromebook on your desk, close it.
- Do not share your chromebook with anyone.
- Do not share your login information or password with anyone.

Other important reminders

- Anything you do on the Internet (on any device) is visible to someone.
- Anything that you create or save on your chromebook should be appropriate for school. This includes written documents, pictures, etc.
- If your chromebook is damaged, you will be charged for the repairs.