

CHROMEBOOK CARE & USE



EXPECT DAILY USE

- Charge your Chromebook nightly.
- Bring charged Chromebook to school daily.
- Bring your charger to school daily if needed, too.

KEEP IT SAFE

- Keep your Chromebook secure at all times.
- Do not leave Chromebook unattended or loan it to a friend or classmate.
- Do not share your passwords with anyone.

BE RESPONSIBLE

- At school, log in with your school Google account **ONLY**.
- Always log out when done.
- Use Chromebook for educational purposes **ONLY**.

AVOID DAMAGE*

- Use on a flat, solid surface.
- Do not carry with an open screen or with only one hand.
- Do not stack heavy items on top of it.
- Keep food and liquids away from Chromebook.

KEEP IT CLEAN

- Do not add personal stickers to school-owned devices.
- Leave school identification tag alone.
- Use only a soft microfiber cloth to clean the Chromebook.

BE SMART

- Remember anything you do or save online or on your device is potentially visible to someone (an Internet provider, Google, your device owner). **FOLLOW SCHOOL POLICIES.**

*Students responsible for damaged Chromebooks may be assessed the following fees: screen replacement, \$40; keyboard replacement, \$40; lost charger/ power supply, \$20; lost or damaged beyond repair Chromebook, \$200.

If you need tech support for Chromebook issues, please let a teacher know and your teacher will submit a help request for you.