



chromebook

care tips for families

Students are responsible for the general care of the Chromebook they have been issued by the school. Students with Chromebooks that are broken or fail to work properly must be reported to the school as soon as possible & cannot deface or personalize Chromebook with stickers/markers.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable devices (e.g. thumb drives) must be inserted carefully into appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Heavy objects should never be placed on top of Chromebooks.
- When opening a Chromebook, the screen will only open so far. Do not attempt to open the screen beyond this stopping point as the screen will break if forced!
- Open the Chromebook only when it is resting on a flat surface such as a table or desk.

Carrying Chromebooks

- Always transport Chromebooks with care. Failure to do so may result in damages to the device.
- Students should hold the Chromebooks with cover closed with two hands if they need to carry the Chromebook anywhere within the home.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

Carrying Chromebooks

- Before closing the screen, make sure there is nothing on the keyboard preventing full closure of the device. Obstacles on the keyboard can cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook using two hands—one at either corner of the screen.
- Close the screen gently, always close the screen when finished using the Chromebook. NEVER leave Chromebook open when not in use.



chromebook

care tips for families

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. (The screens are sensitive to damage from excessive pressure.)
- Do not put pressure on the top of a Chromebook when it is closed.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Asset Tags

- All Chromebooks will be labeled with a SPSB asset tag.
- Asset tags may not be modified or tampered with in any way.

Charging your Chromebook

- Chromebooks are required to be fully charged when you arrive at school each day.
- When charging, be sure to place the Chromebook in an area that will prevent people from tripping from the power cord. This could injure the person and/or damage the Chromebook.
- Determine a consistent place to charge your Chromebook at home.

Other important tips

- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Never place your Chromebook on a vehicle.