

# Chromebook Care and Maintenance

Thank you for your participation in our Chromebook take-home program. We are doing our best to support both you and your student(s) during this stressful time. Below you will find some basic instructions to assure the readiness of your Chromebook. Chromebooks can be damaged and/or made inoperable if not cared for properly.

## DO...

- *Keep it charged.* Please do not allow the battery to completely die. It is common for a Chromebook to not start again if the battery is allowed to drain completely.
- *Clean your Chromebook.* Only clean the screen with a screen cleaner and dry microfiber or anti-static cloth. Clean the outside of the device with Clorox wipes or another disinfectant. Never spray anything directly on the Chromebook.
- *Make sure your Chromebook is free of any obstructions.* Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens, damaged hinges, or broken keys.
- *Take care of your charger and cord.* Gently pull the power cord straight out when unplugging your Chromebook. Gently push it straight in when plugging it in. Do not yank on the cord. The power port of the Chromebook can be broken if the power cable is yanked out at odd angles which will prevent it from charging in the future.

## DON'T...

- *Decorate your Chromebook.* Chromebooks must remain free of any student applied writing, drawing, stickers, or labels.
- *Place items on your Chromebook.* Heavy objects should never be placed on top of Chromebooks.
- *Loan out your Chromebook.* Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- *Eat or drink around your Chromebook.* Crumbs can get under the keys and prevent them from working. Sticky substances can work themselves under the keys and make them sticky and unreliable. Spilled liquids on or around the Chromebook can short out the motherboard and break the device completely.
- *Leave your Chromebook on blankets, beds, sofas or pillows while on and in use.* This may cause the Chromebook to overheat which can damage the device.
- *Carry your Chromebook by the screen.* Carrying your Chromebook by the screen can cause damage to it. Be sure to carry your Chromebook with two hands on under each side of your Chromebook. Carry your Chromebook by the handle when closed.
- *Swing or throw your Chromebook.* Swinging or throwing your Chromebook can cause it to be damaged and unusable. As with any electronic, treat your Chromebook with care.