

# TAKING CARE OF YOUR CHROMEBOOK

Students, you are responsible for the daily care of your school-issued Chromebook. It is a digital tool that will help you expand your skills and connect to digital tools for school. Here are some tips to help keep your Chromebook in great shape!

Remember, our school is providing you this Chromebook for the school year and we expect all of our students to treat it as their own property. Please be responsible and careful when using your Chromebook.

## GENERAL TIPS

- Do not eat or drink around your Chromebook
- Heavy objects should not be placed on top of your Chromebook
- Keep it on a flat surface when you use it

## SCREEN TIPS

- Be careful when closing your Chromebook – make sure there is nothing on your keyboard!
- Do not store your Chromebook with the screen open
- Only use a soft, dry microfiber cloth to wipe down the screen

## CARRYING TIPS

- Use both hands when opening or closing the Chromebook
- Do not hold the Chromebook by its screen
- Keep your Chromebook in a carrying case when not in use

## SAFETY TIPS

- Never leave your Chromebook logged in and open if you are not next to it
- Do not share your Chromebook with anyone
- **DO NOT SHARE YOUR PASSWORD WITH ANYONE!**

If you have any Chromebook-related issues, please contact: