



# DIGITAL LEARNING

## Chromebook Care Guidance for Students

Just as we value our textbooks and supplies, we must also take pride in maintaining our Chromebooks. Caring for them properly ensures they work efficiently and last longer, benefiting our studies and showing respect for shared resources. Use these guidelines as well as guidance from your teachers to ensure the safety of your device.

### General Guidelines

- Know which Chromebook is assigned to you and always use that device. Do not log in to anyone else's device or let anyone log in to your device.
- Use clean hands to handle your Chromebook to keep it clean.
- Always store your Chromebook in a protective case or safely in your backpack when you are not using it.
- Completely turn off your device every day. This does not mean simply closing it, but either powering it off by holding down the power button or using the "power off" option in the menu.
- Make sure to charge your Chromebook every night.

### Handling and Usage

- Always carry your Chromebook with two hands to minimize the risk of dropping it.
- Students should never carry a Chromebook while the screen is open. Do not hold your Chromebook by the screen while carrying it.
- Use your Chromebook on a flat and stable surface, such as a desk or table.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Do not sit on or throw a backpack where a Chromebook is stored.
- Do not write on or place stickers on your Chromebooks without specific permission from your teacher.

### Screen Care

- Never place objects on your closed Chromebook, as it could cause the screen to crack.
- Do not lean on the top of the Chromebook when closed.
- Do not place anything on the keyboard before closing the lid. This could cause the screen to crack when shut.

### Food and Drink

- Always keep food and drinks away from your Chromebook to prevent accidental spills and ensure your Chromebook stays clean.

### Storage and Transportation

- Secure the device properly in your school bag when not in use.
- Do not leave your Chromebook in places with extreme temperatures, like a hot or cold car, or in a location where it could get wet.

### Troubleshooting and Repairs

- If you encounter a problem with your Chromebook, do not try to repair it yourself. Report it to your teacher.
- Write down any error messages or issues you encounter to make troubleshooting easier.