



# TAKING CARE OF THE CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the District.

DO	DON'T
<p>Hold the Chromebook (cover closed) with two hands anytime you need to carry the Chromebook.</p> <p>Open the Chromebook only when it is resting on a flat surface such as a table or desk.</p> <p>When opening the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.</p> <p>Carefully insert cords, cables, and removable storage devices (e.g. thumb drives) into appropriate ports on the Chromebook.</p> <p>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 a broken screen or damaged hinges.</p> <p>Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.</p> <p>Always close the screen gently.</p>	<p>No food or drink should be next to the Chromebook.</p> <p>Never leave the Chromebook unattended while charging.</p> <p>Never charge the Chromebook on a soft surface; place on a flat hard surface.</p> <p>Do not stack items on top of the Chromebook; always set the Chromebook directly on a flat surface with no items under it.</p> <p>Never lift a Chromebook by the screen.</p> <p>Never carry a Chromebook with the screen open.</p> <p>Do not force a Chromebook into a full backpack – this could cause damage.</p> 

