

Taking Care of Your Chromebook

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

Chromebooks that are broken or fail to work properly must be taken to Ms RH. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. ****YOU MUST ALSO CHECK YOUR**

GMAIL DAILY.

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- 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.
- Heavy objects should never be placed on top of Chromebooks.
- 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 Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying Chromebooks

- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school

- A student may stop at the Media Center and check out a loaner for the day, if available.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- Media Specialist will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to principal for students who have excessive occurrences during the school year.
- The administration will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Media Center before 3:30 pm.
- If a loaner is not turned in by 3:30 pm, a report will be filed with the principal who will work on retrieving the loaner.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels. Spot checks for compliance will be done.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be setup for printing at school.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@bcpsne.info) account.
- Students should never share their account passwords with others. In the event of a compromised Account, we reserve the right to disable your account.