

General Guide to Proper Handling and Care of Chromebooks

All of these guidelines have been reviewed with students (several times) in anticipation of our Chromebooks being used in their classes and **potentially** going back and forth between home and school. These guidelines are provided to parents as information so they are aware of what has been reviewed with students.

General Handling and Care for Chromebooks

- Please take care to handle your Chromebook responsibly. They are a good quality device but are slightly more fragile than a regular laptop. Your teachers will help you learn to handle these devices with care but will remind anyone not practicing good handling that these **are school owned devices** (as such we reserve the right to take them away from those mishandling or treating them with disrespect).

- The Chromebook is fun to use, but it is not a toy. Remember that technology, and all other learning spaces and tools, must be used to support your learning and the learning of others.

- Students should always close their Chromebook before transporting the device both in the classroom and in the hallway. Normal precautions and common sense should be used at all times. You should NEVER place a lot of weight on top of the Chromebook. Lunches, drinks and snacks should not be consumed while using this device.

- In the event students are allowed the privilege of taking their Chromebook home with them we will require students to follow the following responsible use and care practices both at school **and off site**:

1. Protect your Chromebook from the weather.
2. Remember not to leave your Chromebook in an area where it might be damaged by temperatures (too cold or hot) such as in a vehicle.
3. Take care to keep your Chromebook in a secure location at all times.
4. Transport your device in an appropriate backpack or padded cover. If in doubt, check with your teacher
5. Enjoying Food and drink near where you are using the Chromebook could result in serious damage to the device that you would be responsible for.
6. Close the Chromebook carefully – from the center of the screen – NEVER slam it shut!
7. Use the Chromebook on a flat stable surface. If it falls it will break! Do not use the Chromebook in your lap because the device needs sufficient ventilation and air circulation. The Chromebook should be on a flat smooth surface (such as a desk, table, or lap desk) in order to maintain air flow around the bottom of the case. Placing the Chromebook on a pillow or on your bed will cause the Chromebook to overheat potentially causing damage to the processor.
8. Do not insert things into openings (ports) of the Chromebook that are not designed for that port (pens, scissors, tools, etc...)
9. Be patient when using your Chromebook (or any learning technology).
10. If/when you take the Chromebook home for assignments, be sure it is recharged for the next school day. Never charge the Chromebook while it is stored in a protective case. The Chromebook should be in a ventilated space while charging.
11. For your own health, when using the Chromebook, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
12. As this is a school owned device please refrain from “decorating” the Chromebook in any way with markers, stickers etc.

MORE INFORMATION ON CARE AND USE

Cleaning

- Wipe the surfaces lightly with a clean soft **dry** cloth.
- Do not use water or other cleaning solutions on the Chromebook.
- To keep the screen clean, avoid touching it with your fingers.

Cables

- When charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Never force the connection as this can cause permanent damage to the device.
- If the battery is not charging, do not wiggle the power cord. Try removing it and fully reinserting it.
- Be careful not to jerk the Chromebook around when cables are attached.
- NEVER charge the Chromebook while it is stored in a backpack or other carrying case. The Chromebook should be in a ventilated space while charging.

Security

- Never give or share your username and password to anyone other than your parents.
- You are responsible for what happens to your Chromebook, even if someone else is using it.
- Never lend the Chromebook to someone else to use.
- Do not remove the identification tags/stickers from the Chromebook.
- Get in the habit of checking your Wolf Apps email account each morning before school as often your teachers will be communicating important information and reminders using these accounts.

Music and Video

- Chromebooks and other technologies are used to support learning. Using your Chromebook (or other tools) for activities such as watching videos or listening to music which does not support your learning goals, or the goals of others, will not be permitted.
- Any inappropriate content accessed on your Chromebook (or on any other learning tool) will result in disciplinary action.

Questions?

- If you have any other questions, please do not hesitate to ask. During non-school hours, these questions can be sent by email to the school contact information or left on voice mail at the school number.