North Branch Area Schools District

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook the district has provided them.

General Expectations

- Students are expected to bring their devices fully charged and prepared for learning.

General Precautions

- No food or drink is allowed next to a district Chromebook, and should not be consumed while using the Chromebook.
- Chargers and removable storage devices should be carefully inserted and removed.
- Chromebooks must never be placed in an unlocked car, unsupervised area or unattended.

Transporting Chromebooks

Students should carry their Chromebook in a laptop bag or backpack to and from school.

- Chromebook should be turned off during transportation
- Power cables should be removed and stored in a separate compartment
- Chromebooks should be closed (nothing in between the screen and keyboard)
- Do not overload bags such that books and supplies weigh down on the screen.
- Never pick up or carry the computer by its screen.
- Always close and disconnect all cords before carrying.

Taking Care of the Chromebook, Screen and Keyboard

The screens are sensitive and should be treated gently.

- Do not apply undo pressure to the screen.
- Do not close the Chromebook with anything between the keyboard and the screen.
- Close the Chromebook (screen to keyboard) before placing it in a Chromebook bag.
- Do not poke, touch or scratch the screen
- Clean the screen with a soft, dry cloth.
- Do not place any items (charger, pencils, scissors, etc.) in the same storage compartment as the Chromebook.
- Do not hit the bag (with your Chromebook inside) against lockers, walls, etc. as it could damage the screen.
- Remember to carefully set your bag down with the Chromebook inside.

Damage or Loss

- Students are expected to report and loss or damage to their device immediately to the teacher/principal
- Damage caused by another student (non-owner) must be immediately reported to the teacher/principal.

Cleaning Chromebook

If the student needs to clean the Chromebook while at school, it can be completed by using a sanitizing wipe to wipe down keys and case.