

# **Chromebook Best Practices**

## **Protecting your Chromebook**

- Do not add any stickers or any other decorative items that would alter the appearance of the Chromebook from when you received it.
- Do not tamper with school tags that are present on the Chromebooks.
- Use both hands when opening the Chromebooks.
- Do not hold the Chromebook by the screen.
- Always close the Chromebook before walking with it.
- Running in the hallways is prohibited - - keep in mind that all students are now carrying Chromebooks or iPads.
- Never pack your Chromebook with other materials. Keep it separate from textbooks and other heavy objects that could potentially damage the screen.
- Keep food and drink away from your Chromebook.
- Treat your Chromebook as a valuable item - - do not leave it lying around.

## **Cleaning your Chromebook**

- Do not use any chemicals or other liquids to clean your Chromebook.
- Use microfiber cloth to wipe down the screen.

## **Powering your Chromebook**

- Chromebooks should be fully charged when you arrive at school each day.
- Chromebooks should be placed in their appropriate charging location as determined by each Teacher. The Chromebook charging locations will prevent people from tripping over power cords which can result in injury to the person and/or damage to the Chromebook.
- If your Chromebook is transported to and from school, you should determine a consistent place to charge your Chromebook at home. This will also ensure the Chromebook charges in a safe place.

## **Protecting your Account**

- Anytime you leave your Chromebook on your desk, close the lid so that no one can access your documents.
- Do not share your Chromebook with anyone unless your teacher asks you to do so - - in that case, be sure to sign out before you hand your Chromebook to the other student!
- Do not share your password with anyone!

## **Other important reminders**

- Anything you do on the Internet (on any device) is visible to someone - - the Internet Service Provider, the company whose service you are using, others who can access your computer, etc.
- Pictures, music, etc., on your Chromebook should be appropriate for school - - just like the pictures inside your locker or music that might be played in a classroom at school.