Chromebook Care and Use

TERRELL ISD

Expect More, Achieve More

The Chromebook that you are issued is yours to use throughout the year. Here are some tips and best practices on taking care of the device.

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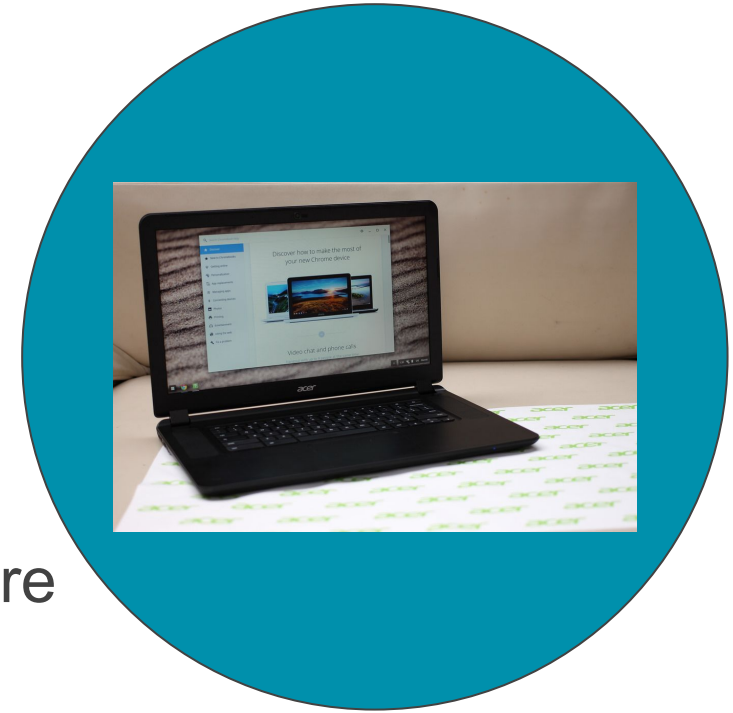
- Screen and Keyboard Cleaning
- Home Care
- Screen Care
- Transporting
- Customization
- Keeping Your Chromebook Secure



Assigned Chromebook

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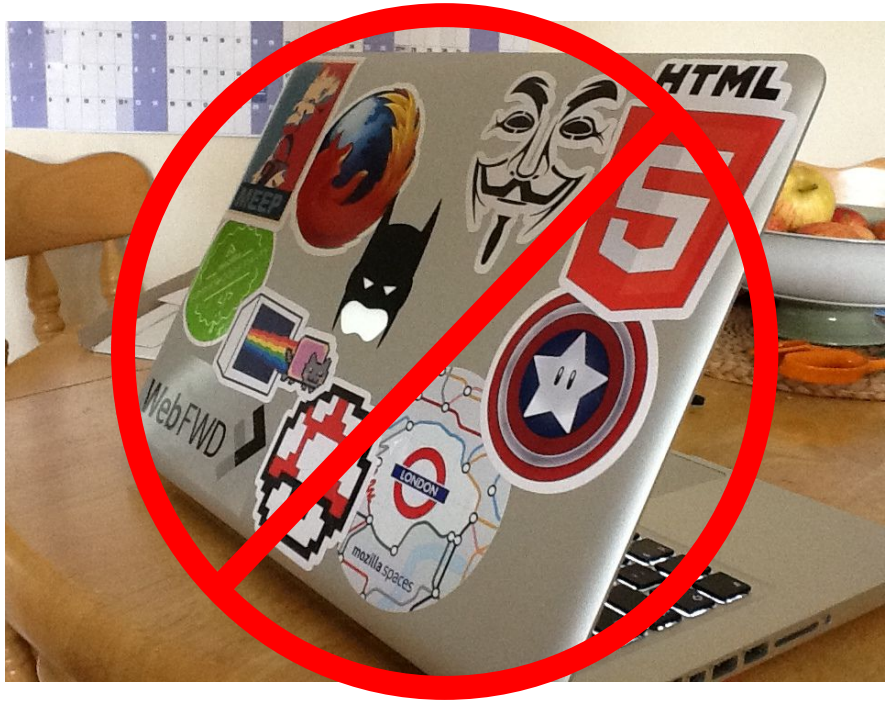
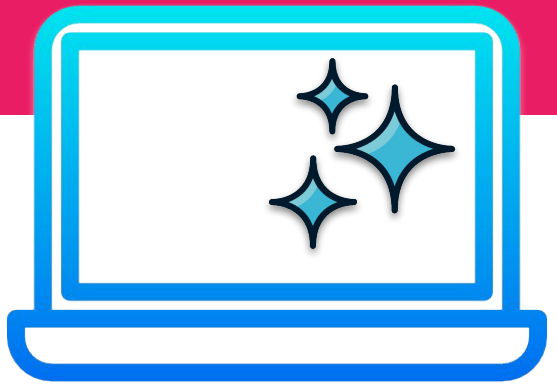
- Each chromebook with charger and case has a unique number and is assigned and checked out to a specific student.
- You must keep track of the chromebook, charger and case assigned to you and make sure they are not damaged or lost.
- You are responsible for the chromebook, charger and case assigned to you.
- Do not lend or borrow a chromebook, charger or case.
- Remember you must pay for damages!



Do NOT customize with stickers directly on the outside of the device, as this will void the warranty, and you may incur a fee.

Screen and Keyboard Cleaning



Cleaning and Care of your Chromebook

Let's Recap!

- Never spray or wipe your Chromebook with any Windex/household cleaner of any kind.
- Don't use any type of alcohol or ammonia to clean your Chromebook.
- Only use a dry or lightly moistened soft cloth, microfiber cloth, or electronic wipe to clean your Chromebook screen and keyboard.

Ways to keep your Chromebook clean

No food or drinks on or around your Chromebook!

Keep your Chromebook closed when not in use.

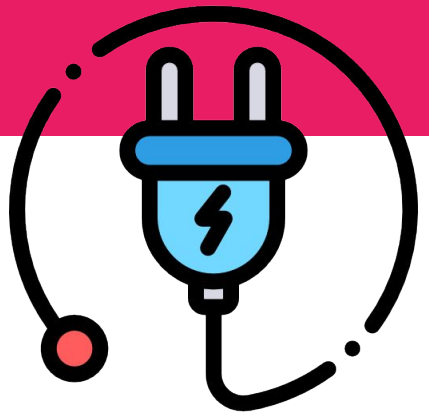
Use clean hands when using your Chromebook, when possible.

Home Care

When using your Chromebook at home, here are some guidelines:

- You can connect your Chromebook to your home wifi.
- Do not allow others to use your Chromebook.
- No food or drink should be around your device.
- Find a safe charging space to
- charge it each night:
  - On a table
  - Plugged directly into the wall

Charging Your Chromebook



Charging

- Elementary - Make it a habit to plug in your device at the end of the school day

- Secondary - Make it a habit to plug in your device each night, as there will be limited or no places to charge your device at school.

Very Important!

Only charge your Chromebook with the charger provided by Terrell ISD.

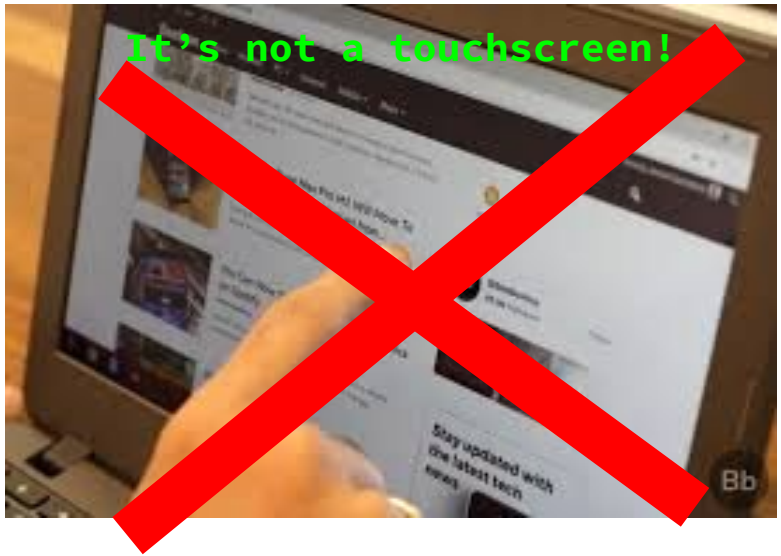
Do not plug your cell phone into your Chromebook to charge.

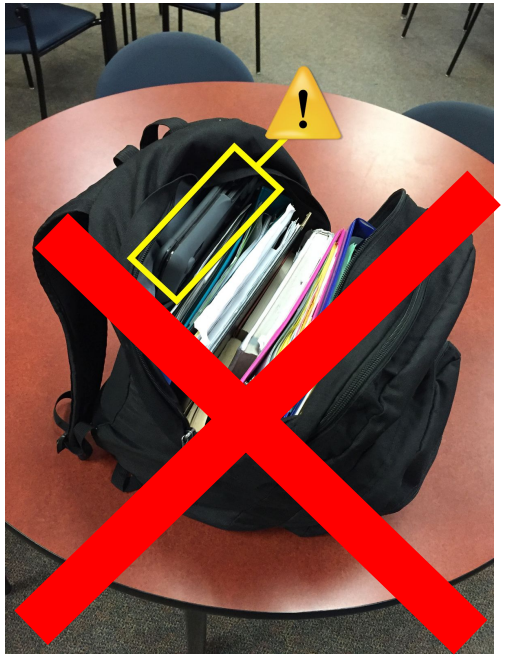
- It will quickly deplete your Chromebook battery.
- You should not sync apps or pictures between your phone and your school issued Chromebook.

Screen Care

Not all chromebooks have touchscreens.

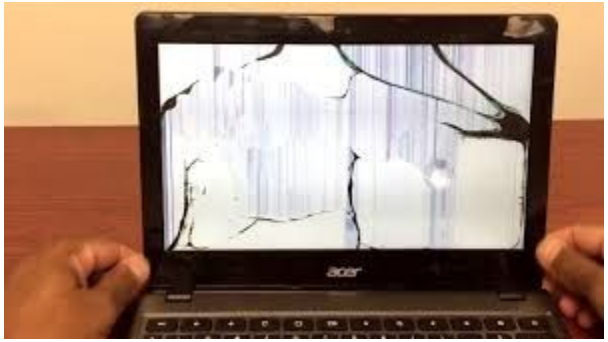
If your device is not a touchscreen, you will damage the screen if you touch it with pens, pencils, or hands.





Make sure there is enough room in your backpack for your chromebook because overcrowding can put too much pressure on it.

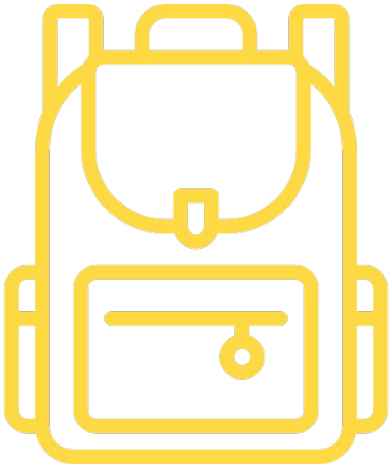
Too much pressure leads to this...



Transporting

Between Classes

- Always transport your Chromebook in your backpack or carrying case, even if it's just between classes.
- When your Chromebook is in your backpack, avoid placing it under heavy books or sharp objects.
- Do not leave the charging cable plugged into your Chromebook when transporting.
- Never lift or carry your Chromebook by the screen.



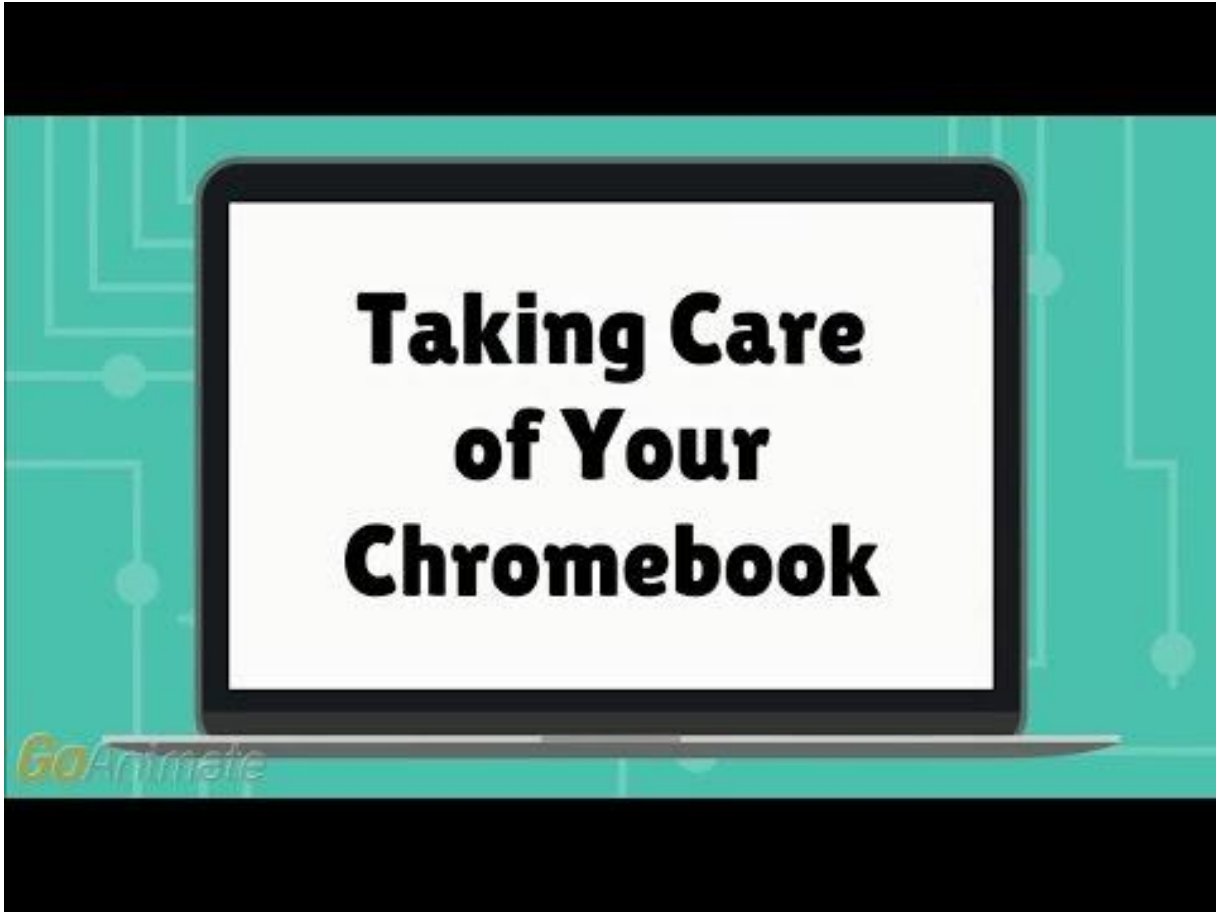
What if I don’t have a backpack?

- Always close your Chromebook when moving it from one place to another.
- Carry your Chromebook with two hands.
- Never lift or carry your Chromebook by the screen.

In a Vehicle

- When leaving your device in a vehicle for a short time, always employ Lock, Take, Hide.
- Never leave your Chromebook in a vehicle for an extended time. The heat/cold can lead to device failure and/or low battery life.
- Secure your device in the vehicle, so that it does not slide around.

RECAP



Keeping Your Chromebook Secure

General

- When your device is not in use, keep it with you or in a locked space.
- Do not leave your Chromebook on a desk in an empty room or any other unsecured area.
- It is suggested that you change the settings to lock your screen when the lid is closed.
- Remember that **YOU** are the only authorized user of the Chromebook issued to you. Do not allow others to use your device.

Athletics or Fine Arts

Secondary

- Always keep your device locked in your assigned locker.
- It is recommended that you change the settings to lock your screen when the lid is closed.