



KENOWA HILLS Public Schools 1:1 Chromebook Initiative



Here are some: DO

Always carry your computer in the provided sleeve; do not put it in your backpack! The Tech Department has noticed quite a few Chromebook screens have broken because they were placed in a backpack and not handled with care.

Always Put your computer to sleep when you are not using it; just close the lid. Even if it is only for a few minutes, it will extend how long a charge will last.

Always disconnect your power cable and remove any USB devices/cables from your computer before putting them into your sleeve. If you do not disconnect your power cable/ USB Devices they can break off when trying to store your Chromebook in the sleeve.

Your battery needs exercise! To keep your battery lasting as long as possible, once or twice a month let your computer run until the battery is dead, (or at least below 10 %.) Then re-charge it.

Here are some: DON'T

DO NOT carry your Chromebook by the screen! The screens on the Chromebook are breaking because of the extra pressure that is generated by carrying the device by the screen.

DO NOT place heavy things on your computer. Don't stack books and other heavy objects on the Chromebook. The extra weight stacked on the Chromebook is causing the screen to break.

DO NOT spray water or cleaners on your computer. When your computer is off, you may clean the keyboard, trackpad and surfaces with a lightly damp cloth. Your teacher can help you or show you how.

DO NOT use a pencil, pen, crayon, chalk, eraser or other object on the trackpad. Trackpads are made for fingers and can be damaged by these other things.

DO NOT deface the Chromebook by taking off stickers or other objects that are on the device. The Chromebooks are property of Kenowa Hills Public Schools and have been checked out for you to use. Please respect the device, and use it for educational purposes only.

DO NOT eat or drink when using your computer. Even though they are computers, even very small pieces of food or drink can make them sticky, get into the ports or keys and make them stop working.

DO NOT put anything between the screen and the keyboard when you close your computer. If you have an object between the keyboard and the screen when you close the Chromebook it will end up breaking the screen.

**** There have been an extremely high number of broken screens over the last couple of weeks. Please do your best to take proper care of the device so we can continue to use them in the**

future. **