

# SCSC Chromebook Care and Maintenance Instructions

## 1. Equipment

- 1a. The Chromebooks are expensive pieces of school-owned equipment. Students should not mark on them, place stickers on them, or personalize them in any manner.
- 1b. The Chromebook comes with a charger. The charger should be taken home and kept in a safe location. The charger is not to be carried back and forth between home and school. Care must be exercised when plugging and unplugging the power cord or any other accessories.
- 1c. Do not attempt to open the Chromebook unit or repair it yourself. If your Chromebook fails to work or is damaged, report the problem to your teacher and arrangements will be made to have it repaired. Repairs may only be completed by the SCSC Technology Department. Students may be issued a temporary device while a Chromebook is being repaired or replaced. Note: The Chromebook Loan Program is only applicable for devices needing repair. Chromebooks will not be loaned to students that forgot to bring them to school.
- 1d. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed. Missing labels should be reported to teachers as soon as possible, so they can be replaced.

## 2. Care

- 2a. The Chromebook is designed for daily use; therefore, each Chromebook must be charged and ready for use each school day. Student users will be responsible for keeping their Chromebooks charged. **What are the consequences if it doesn't come to school charged?**
- 2b. Care must be exercised at all times when handling a Chromebook. Never throw or slide a Chromebook. Never throw a book bag that contains a Chromebook. Do not place heavy objects on a Chromebook.
- 2c. Do not use the Chromebook near water. Keep the Chromebook away from sinks, toilets, bath tubs, hot tubs, pools, etc.
- 2d. While the Chromebook is scratch resistant, the screen will scratch. DO NOT use sharp object(s) on the Chromebook surface.
- 2e. Do not apply liquid to a Chromebook. The screen can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- 2f. Do not expose a Chromebook to long-term temperature extremes (hot or cold) or to direct sunlight. Never leave a Chromebook inside a car.

### 3. Safety/Security

- 3a. Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked location. Unattended Chromebooks will be turned in to the school office.
- 3b. Chromebooks may not be brought into restrooms or the cafeteria (during mealtimes).
- 3c. Do not lend your Chromebook to another person at school or at home. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.

### 4. Acceptable Use

- 4a. Use of the Chromebook during class is determined by the classroom teacher. When it is not in use, the teacher will ask students to close the Chromebook.
- 4b. Students will be limited to the apps that are loaded on the Chromebook. Students do not have access to the app store. Students may use pre-loaded apps at the discretion of the classroom teacher.
- 4c. Students are not to delete or remove an app that is loaded on the Chromebook.
- 4d. Students not following the technology use agreement or are otherwise violating the teacher's rules may be denied access to the Chromebook.
- 4e. All student passwords are to be kept private. Do not share your password or attempt to find out anyone else's password!
- 4f. Do not attempt to access any account other than your own. Do not touch or handle any electronic devices that belong to another student.
- 4h. Students are responsible to charge their Chromebooks every night.
- 4i. Students are not to make any changes to the Chromebook profile settings.
- 4k. Students should close their Chromebooks when they are not in use and put their Chromebooks away while they're being transported to and from school.
- 4l. Students are expected to bring Chromebooks to school every day. Failure to bring a Chromebook to school will not exempt students from class work.