

CCS One to One Initiative - Chromebook Care

GENERAL

- Keep food or drinks away from your Chromebook.
- Look at the port before inserting the charging cable, USB or audio cables. Make sure it's the right port or you could damage the connections inside the port.
- Avoid placing or dropping heavy objects on the Chromebook.
- Chromebooks are sensitive to heat or cold. Do **NOT** leave your Chromebook in a car, exposed to extreme heat or cold. Do not leave your Chromebook on, under a blanket, pillow etc.
- CCS Chromebooks have been labeled with a service tag and inventory tag. **Please, do not remove these tags.** CCS can track and locate a Chromebook if stolen. Removing the tags just makes it more difficult to identify the Chromebook when being serviced or returned.
- Damage, loss, or theft must be reported immediately.
- Never take your Chromebook to an outside computer service or repair company.

CARRYING

- Never carry your Chromebook by the screen or while the screen is open.
- Do not carry your Chromebook around with the power adapter plugged in.
- While in your backpack, avoid placing sharp objects in or around your Chromebook.
- Avoid throwing your backpack or leaving it in places where it could be damaged.
- Make sure your backpack has some sort of padding between the bottom and your Chromebook.

SCREEN CARE

- Chromebook screens are **VERY** sensitive. We can't say this enough!
 - Never spray anything directly at the screen to clean it. (**see below**)
 - Try not to touch the screen with your finger or anything else.
 - The screen might permanently blur if you touch it too hard with your finger, or even crack if touched with a pen or pencil.
- Do not store the Chromebook with the screen in the open position.
- Make sure the keyboard is clear before closing the lid. (e.g. pens, pencils, etc.)

KEEPING YOUR CHROMEBOOK CLEAN

- **TURN OFF** your Chromebook first!
- Wait until all moisture has evaporated completely before turning it on again.
- Clean your Chromebook keys and screen with a dry, or if necessary, a **lightly** moistened micro-fiber cloth.
- If using a disinfecting wipe, **make sure** the wipe is **only lightly** moistened.
- When using cleaning/disinfecting products, make sure the label indicates that it is safe for use on electronics. If there is no information on the label, make sure the product **does not** contain any amount of ammonia, bleach or other strong solvent.

- Liquid and electronics never mix. Anything you use must be safe for electronics and ***only*** be ***lightly*** moistened.
- **NEVER** spray anything directly at your Chromebook screen!
- Never use Clorox, any similar cleaning cloth/wipes that contain bleach on your Chromebook.
- Pay particular attention when cleaning the keys. Too much moisture will cause the keyboard keys to stop working.
- If dirt is lodged in a port, use something like a dry toothbrush to gently brush the debris out from inside the ports (USB-C, Power, Audio). Moisture will damage the connections.

POWER ADAPTER

- Carefully look at the port where you're inserting the charging cable. Ports, including the power adapter, are fragile – insert and remove with care every time.

CHARGING YOUR CHROMEBOOK

- Chromebooks hold a charge for between 6-8 hours.
- Plug your Chromebook in before going to bed each night so that it is fully charged for the next day. There is limited power available at the school and you may not be able to charge it during the day.