



Taking Care of Chromebooks

We are very excited to provide you (the students of Berne Union Local School District) with a Chromebook. It is a tool that will not only help you in your classes, but it will teach you skills that are necessary in most jobs today. We expect you to take good care of your Chromebook. Here are some tips that will help keep the Chromebooks in optimal shape.

If your Chromebook is damaged, broken or fails to work properly, please take it to your teacher so that he/she can notify the technology coordinator as soon as possible. After your teacher has done so, you can go to the media center to get a “Loaner” device to use until your Chromebook is repaired.

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

Tips for keeping your Chromebook in working order:

- ★ Keep food and drink a safe distance from your Chromebook.
 - ★ Be careful to not cover the vents on the device.
 - ★ Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
 - ★ Chromebooks should never be left unattended in any unsupervised area.
 - ★ Students are responsible for bringing a fully charged Chromebook to school each day for class use.
 - ★ Anytime you leave your Chromebook on your desk, close the lid so that no one can access your documents.
 - ★ Pictures, music, etc., on your Chromebook should be appropriate for school--just like the pictures inside your locker or on your binder or music that might be played in a classroom at school.
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Charging:

- ★ Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.





- ★ Remove the power cord before you transport your Chromebook.
 - ★ Remove your power cord before storing your Chromebook in any type of carry case or backpack.
 - ★ When charging, be sure to place the Chromebook in an area that will prevent people from tripping from the power cord. This could injure the person and/or damage the Chromebook.
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Carrying Chromebooks:

- ★ Transport Chromebooks with care.
 - ★ Chromebooks should be closed any time you carry them.
 - ★ Never move a Chromebook by lifting from the screen--this is the most common type of damage we see. Always support a Chromebook from its bottom with lid closed.
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Screen Care:

- ★ The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
 - ★ Be careful to not lean or put pressure on the top of the Chromebook when it is closed.
 - ★ Always store the Chromebook with the screen in the closed position.
 - ★ Be careful when placing your Chromebook in a carrying case or backpack...if the bag is too full, the screen could get damaged.
 - ★ Do not poke the screen with anything that will mark or scratch the screen surface.
 - ★ Make sure nothing is on the keyboard before you close the lid (e.g. papers, pens, pencils, or disks).
 - ★ Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
 - ★ Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a cloth designed to clean computer LCD screens.
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Stickers, labels, etc:

- ★ If your school permits, you may personalize your device with stickers, provided it does not affect how the device works. Please note, that you may not use markers, pens, paint, etc on the Chromebooks. Doing so will result in a repair fee being assessed.





- ★ Chromebooks must have a Berne Union Local School District inventory barcode on them at all times and these tags must not be removed or altered in any way.
- ★ If you are allowed to take the Chromebook home, it must have the Berne Union Chrome sticker on the outside of the device. If you remove this device, you will not be permitted to take the device home.

