

# **UCPS Chromebook General Care and Precautions**

## **2021-22**

Students are responsible for the general care of the Chromebook and Adapter they have been issued by UCPS.

- **UCPS Chromebooks must NEVER be taken to an outside computer service for any type of repairs or maintenance.** UCPS Technology Services manages all repairs and maintenance of UCPS Chromebooks.
- UCPS Lenovo n23 and 100e Chromebooks are covered by a full Manufacturer Warranty with Accidental Damage Protection.

The following tips are provided for proper care.

### **General Safety**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate ports on the Chromebooks.
- Chromebooks should not be stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Please check the cord for any breakage or “fraying” before using and do not use if it is damaged in any way. **Safety first!** Please contact UCPS Technology Services if a new adapter is needed.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual. The person that the Chromebook is checked out to is responsible for the Chromebook.

### 2. **Carrying Chromebooks**

- Always transport Chromebooks with care.
- Students should hold the Chromebooks (cover closed) with two hands or by using the built-in handle.
- NEVER lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

### 3. **Opening the Chromebook**

- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table and use the other hand to open the Chromebook by grasping the side/edge and gently moving the lid to the open position.
- Do not attempt to open the lid beyond the stopping point as the hinge will break if forced.

### 4. **Closing the Chromebook**

- Before closing the screen/lid, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard will cause broken screens or damaged hinges.
- Close the screen gently.

### 5. **Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage.
- Do not put pressure on the top of a Chromebook.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks). They WILL crack the screen.
- Never lift the Chromebook by the screen.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- NEVER apply a cleanser or liquid directly on the Chromebook. Moisten a soft cloth microfiber towel with a *non-abrasive cleaner* and gently rub the Chromebook surface to remove smudges, dirt, etc.

### 6. **Additional**

- UCPS barcoded Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for “intentional damages to” or “loss of” a UCPS Chromebook.