

Holly Area Schools

Return to School

CHROMEBOOK CARE

As we plan our return to school, there are some general reminders that families should consider when transporting devices to and from school.

Students are responsible for the general care of the Chromebook the district has provided them. If your family opted out of the district device, your child is expected to bring their personal device to school every day for face to face learning.

General Expectations

- Students are expected to bring their devices fully charged and prepared for learning.
- It is advised that students bring the power cord/charger to school each day to ensure the device is usable the entire school day.

General Precautions

- No food or drink is allowed next to a district Chromebook, and should not be consumed while using the Chromebook.
- Chargers and removable storage devices should be carefully inserted and removed.
- Chromebooks must never be placed in unlocked cars or lockers or any unsupervised area or leave unattended.

Transporting Chromebooks

Students should carry their Chromebook in a laptop bag or backpack to and from school.

- Chromebook should be turned off during transportation
- Power cables should be removed and stored in a separate compartment
- Chromebooks should be closed (nothing in between the screen and keyboard)
- Do not overload bags such that books and supplies weigh down on the screen.
- Never pick up or carry the computer by its screen.
- Always close and disconnect all cords before carrying.

Taking Care of the Chromebook, Screen and Keyboard

The screens are sensitive and should be treated gently.

- Do not apply undo pressure to the screen.
- Do not close the Chromebook with anything between the keyboard and the screen.
- Close the Chromebook (screen to keyboard) before placing in a book bag.
- Do not poke or scratch the screen
- Clean the screen with a soft, dry cloth.
- Do not place any items (charger, pencils, scissors, etc.) in the same storage compartment as the Chromebook.
- Do not hit , drop or throw the laptop bag and or backpack (with your Chromebook inside) against lockers, walls, etc. as it could damage the screen.
- Remember to carefully set your bag down with the Chromebook inside.

Damage or Loss at School

- Students are expected to report any loss or damage to their device immediately to the teacher/principal
- Damage caused by another student (non-owner) must be immediately reported to the teacher/principal.

Cleaning Chromebook

If the student needs to clean the Chromebook it can be completed by using a Clorox type Wipe (wrung out) and wipe down keys and case.