Chromebook Guidelines

As a student at the Holten Richmond Middle School you will be issued a Chromebook laptop. The Chromebook you receive will be issued and registered to you.

It is hoped that you will use your Chromebook both at school and at home. But remember, you are responsible for it at all times.

If your Chromebook is connected to a home WiFi network, you should know that it will navigate back to the Danvers Public Schools filtered network so only appropriate educational sites on the internet will be accessible.

You are responsible for ensuring that your Chromebook is charged and available for all of your classes. You should plan on charging your Chromebook while at home for use the next day at school.

Your Chromebook is your responsibility. Under no circumstances should your Chromebook be left in an unlocked or unsupervised area.

Any Chromebook left unattended is at risk of being stolen or damaged.

Remember, you are responsible for it. If a device is found, and is unclaimed, it will be taken to the main office.

Taking Care of Your Chromebook

Chromebooks and their chargers should be kept from getting wet. This includes accidental food and drink spills, excess humidity and rain or snow.

Your Chromebook should not be carried around with the power adapter attached.

The Chromebook screen can be damaged if not properly cared for. They are particularly susceptible to damage from excessive pressure on the screen. This includes your finger, a pen, pencil or any other item.

Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type on the screen.

Do NOT spray or wipe your Chromebook with any *Windex*, household cleaner, water or wipes.

Avoid putting things on top of, or dropping them onto the Chromebook.

Do not block air flowing around the Chromebook when it is on. Chromebooks do not like excessive heat or cold.

Your Chromebook has been labeled with an inventory tag. Please **do not remove** the tag.

Enjoy using your Chromebook.