



## Chromebook Care and Maintenance

### 1. General Care Information

**Your Chromebooks should be charged each night so they have full battery life during school.**

Do not leave your Chromebooks exposed to cold temperatures for any length of time. This will deplete the battery and lessen its lifespan.

Heavy objects should never be placed on top of your Chromebook.

Your Chromebook is on loan to you by the Danvers Public Schools. They are not yours to personalize. Your Chromebook must remain free of any writing, drawing, or stickers.

Never store your Chromebook in a carry case or backpack while plugged in.

Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or cables).

Your Chromebooks should not be used, or stored near pets.

### 2. Transporting Chromebooks

Never transport your Chromebook with the power cord plugged in.

Never move your Chromebook by lifting from the screen.

Always transport your Chromebook from its bottom with screen closed.

### 3. Cleaning of your Chromebook

Only clean the screen and keyboard with a soft dry microfiber cloth or anti-static cloth.

Spray a glass cleaning solution such as Windex on the microfiber cloth, never directly on the screen. Then rub it on the glass screen in a circular motion.

To clean the keyboard, lightly spray the glass cleaning solution onto a microfiber cloth so it is just damp. Then rub the cloth gently over the keys.

### 4. Repair Claims

If you need your Chromebook repaired please come to the student help desk in the library to file a claim. Please have the date the incident occurred, and a complete description of the damage. Note, your insurance policy only covers accidental damage. If the insurance adjuster determines the damage is not accidental you will be responsible for the cost of repairs.

If your charger is not working it is only covered under the warranty policy if the wires are not frayed. Please bring it to the student help desk in the library to determine if you can get a replacement. If you have lost your charger, one can be purchased from the school store.

### 5. Theft Claims

If your Chromebook has been stolen, you can file a claim through the DPS Technology Department. You must first fill out a theft report with the school resource officer and bring it to the DPS Technology Department.