

TOWNSHIP OF OCEAN SCHOOL DISTRICT CHROMEBOOK CARE AND RESPONSIBILITY



While the cost of the Chromebook is significantly less than those of traditional laptops and tablets, we encourage students to care for them properly to avoid unneeded replacement costs.

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to Technology Office as soon as possible so that they can be evaluated.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use for educational activities directed by the classroom teachers.
- Google Docs and Chrome are used for school purposes only
- Students are reminded that they are responsible for following the AUP policy they signed
- Inappropriate use of the Chromebooks will result in disciplinary action
- Students should log in with their Google Apps/Gmail account.

GENERAL CARE

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch the screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall. While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe, just like you.
- Chromebooks and carrying cases must remain free of any writing or drawing. They have been labeled with your name and the Chromebook number that was assigned to you.
- Damage, loss, or theft must be reported immediately to the Technology Office.

CARRYING CHROMEBOOKS

- Keep your Chromebook in the case provided for you when not in use.
- Carry your Chromebook by the HANDLES of the provided case. This will help to avoid it sliding off of your books and dropping.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Do not carry your Chromebook while the screen is open.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

SCREEN CARE

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen. This includes books in a book bag.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for about 8 hours.

KEEPING YOUR CHROMEBOOK CLEAN

- Never use **any** product containing **any** alcohol, ammonia, or other strong solvent to clean your Chromebook.
- Microfiber cloths are recommended for cleaning.

CHROMEBOOK SECURITY – Protecting and Securing your Chromebook

Chromebook Identification:

- Student Chromebooks are labeled by the school. They can be identified by the school with security numbers and district tags.

Account Security:

- Students are required to use their graduationyearlastnameinitial@oceanschools.org domain user ID and password to access their accounts
- Student are required to keep their passwords confidential

Storing your Chromebooks:

- Under no circumstances should Chromebooks be left in an unsupervised area. Unsupervised areas include the school grounds, the cafeteria, computer labs, locker rooms, unlocked classrooms, auditorium, library and hallways.

REPARING YOUR CHROMEBOOK

- The equipment vendor has a one year hardware warranty on the Chromebook.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- **The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.**
- Please report all Chromebook problems to the Technology Office.