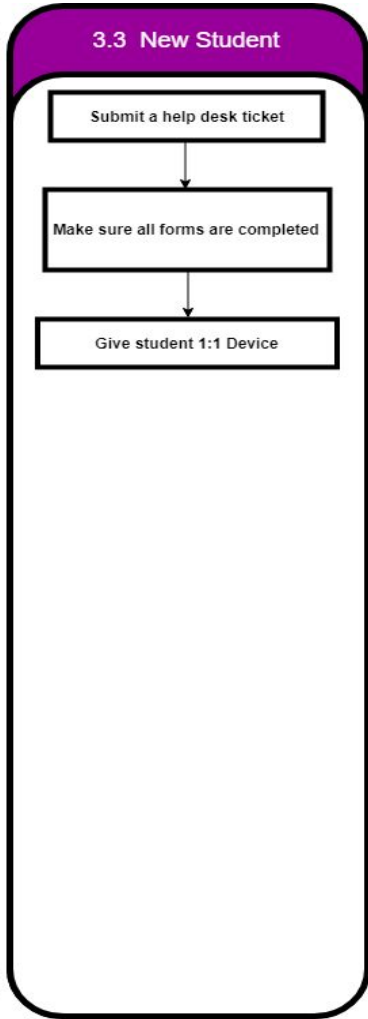
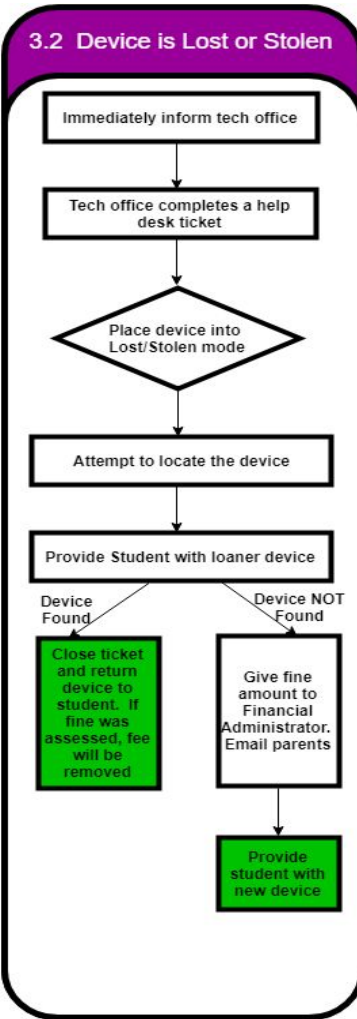
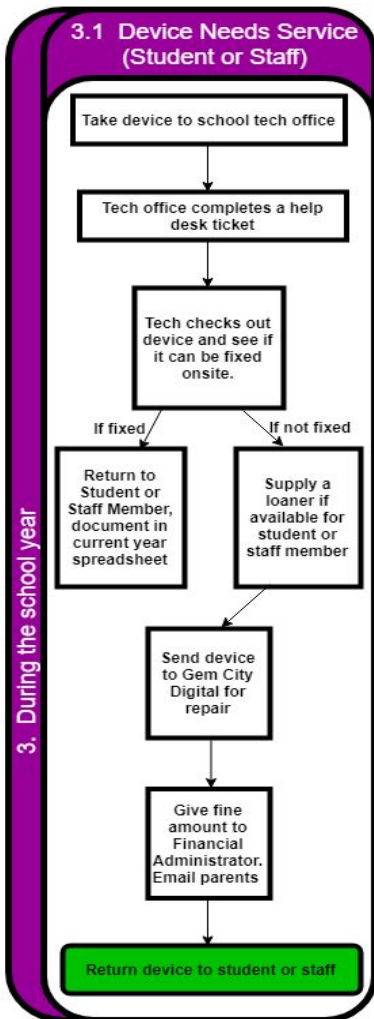
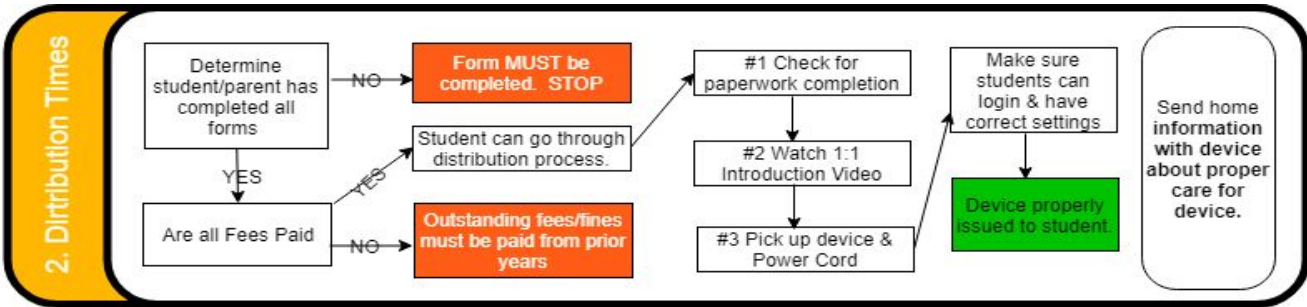
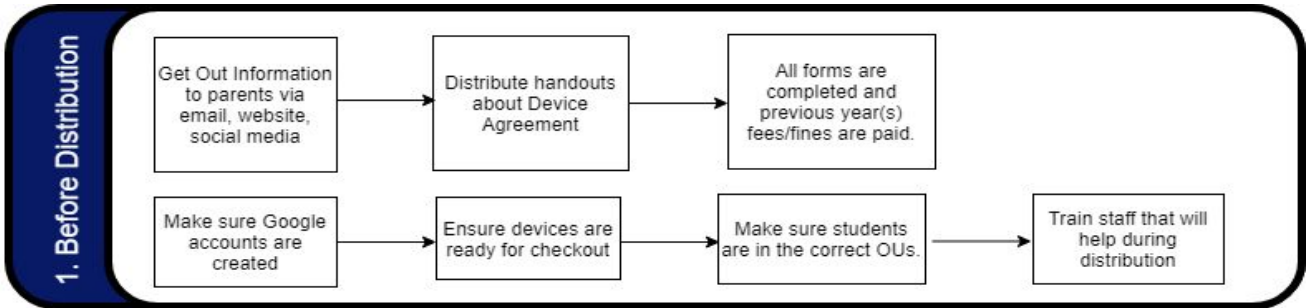
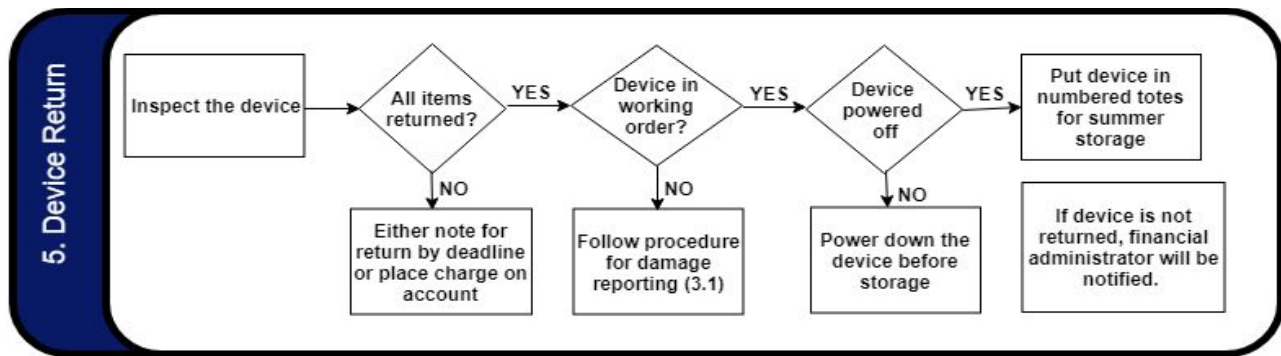




Device Processes for Instructional Technology





How to Protect Your Chromebook

The Technology Office wanted to remind you of a few things before you take your devices home.

Please keep the things below in mind going forward.

Caring for your Chromebook

- Do not use Themes. Many seem to cause issues with the battery and freezing.
- Do not eat or drink around or over your Chromebook.
- Use a microfiber cloth to clean your display on a regular basis.
- Do not spray any household cleaners on your device. Isopropyl Alcohol wipes can be used.
- Do not leave your Chromebook in an unsecured location.
- Please report any problem to the tech office as soon as possible.
(including damage)
- Do not remove the Serial Number or ID tags.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the EDCS Technology Department.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.

Avoiding Physical Damage

- Do not pick off any of the rubber around the edges of the Chromebook or on the bottom.
- Keep liquids out of your backpack when your Chromebook is in it.
- When walking with the Chromebook always keep the lid closed.
- Do not draw, write, or etch on your device. *Stickers are not permitted.
- Do not remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Too much pressure may crack the screen; avoid placing anything on top of the device.
- Do not cram the device in a bag or locker.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage
- Be cautious of breaking off headphones when using them in the device. We may not be able to remove the broken piece, which would lead to a repair.