



Chromebook Care Guidelines

Students are responsible for the general care of their school-issued Chromebook. Devices that are broken or fail to work properly must be immediately reported to the school office.

If a student is in need of a loaner Chromebook, they will need to ask their Homeroom teacher to fill out the Chromebook Request Form. A notification will be sent to the office and a loaner will be issued to the student until their Chromebook is repaired or replaced.* If a Chromebook cannot be repaired, a new Chromebook will be issued of similar age/wear.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. Screens are particularly sensitive to damage from excessive pressure. To avoid damage, please:

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook's screen.

Chromebook Loss or Damage

Students/families will be held responsible for the cost of replacement of a computer which is lost or damaged through their negligence or intentionally destructive behavior. Please discuss with your child the importance of taking good care of Chromebooks, and all school-issued equipment and property.

- Siblings and friends should not use the Chromebook.
- Chromebooks that are broken or fail to work properly must be reported to the school office.
- Never try to repair the Chromebook yourself or have someone other than staff work on it, as this could void the warranty and cause you to incur additional charges.
- Turn in the Chromebook as soon as possible if repairs are needed.
- If your Chromebook is lost or stolen, please report immediately to the school office.

Chromebook Repair

If a Chromebook is damaged, it is the responsibility of the student and parent involved to contact the school office. Non-warranty repair/replacements will be performed at cost.

- Total replacement of the Chromebook = \$200.00
- Charging Cord = \$15.00
- Case = \$13.00
- Screen = \$50.00

*Loaner Chromebooks may be issued to students as needed. If a repair is needed due to negligence, the school may refuse to provide a loaner Chromebook.

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