

# TAKING CARE OF YOUR ELECTRONIC DEVICE

## General Precautions

- No food or drink should be next to devices.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port on the devices.
- Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Do not carry your device around with the power adapter plugged in.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.
- Devices do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. Never put your device under a blanket, on the dashboard of a car, etc.
- When not in use, wrap up the power adapter so the cord doesn't become tangled/knotted.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.
- Devices should never be loaned to another student or individual.
- Damage, loss, or theft must be reported immediately.

## Screen Care

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils).
- The device screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen. Avoid touching them or poking the screen with anything that will mark or scratch the screen surface.
- After powering down your device and removing any cords, clean your device keys and screen with a lightly water-moistened microfiber cloth.
- If you feel the need to disinfect, a microfiber cloth lightly moistened with 70% isopropyl alcohol may be used-- let the surface dry completely before powering back on.
- Never use any Windex, household cleaners, or any products containing bleach.