

Chromebook Guidelines for Students

These guidelines have been created to prevent accidental damage to the Chromebooks and to ensure that students are using them safely for educational purposes. Guidelines will be enforced in all areas of the school and should also be followed at home.

1. ALWAYS use the Chromebook placed flat on a desk or table, NOT in lap, on the floor etc.
2. ALWAYS carry the Chromebook with lid closed inside the classroom.
3. ALWAYS transport the Chromebook securely fastened in its school-issued case, by the handles or shoulder strap & not on top of books-- whether going next door or leaving for the day.
4. ALWAYS keep all food, drink, and heavy objects away from the area where the Chromebook is being used to prevent accidental damage to the Chromebook.
5. ALWAYS bring your Chromebook to school, **charged** and ready to use, and to each class throughout the day.
6. ALWAYS keep your Chromebook in a safe, secure environment. Do not leave your Chromebook unattended or anywhere it could be exposed to extreme temperatures, theft, or other damage.
7. NEVER touch the screen of the Chromebook with fingers or any other object.
8. NEVER close the Chromebook with ANYTHING on the keyboard as this may damage the screen (be especially mindful of earbuds, pencils, papers, etc.)
9. NEVER place anything else in your case with the Chromebook since this could damage the Chromebook screen. This includes papers as they can cause the machine to overheat.
10. NEVER place Chromebook in the floor where it may be stepped on. Store it in basket under desk when not in use in class.
11. NEVER push the Chromebook screen back too far or pick the Chromebook up by the screen as this will cause a short in the screen.
12. NEVER attempt to visit blocked sites or use the computer in a way that is not allowed in the SSD Acceptable Use Policy.
13. ALWAYS follow the rules of netiquette in all of your computer interactions- treat others as you wish to be treated online as well as in person.
14. ALWAYS use your own Chromebook and don't allow other students to use it because each student is responsible for damages to his or her own Chromebook.