

Use of, Care for & Storage of YOUR chromebook

Students are responsible for their Chromebook. Chromebooks that are broken, or fail to work properly, must be reported immediately to Wriggle by student's parent/guardian.

Using your chromebook.

- Follow Internet safety guidelines and the school Internet Acceptable Use Policy (AUP).
- Bring your chromebook to school fully charged every day.
- Chromebook must be stored in your locker at lunchtime.
- Be very careful with your school bag at breaktime to ensure your chromebook does not get damaged.
- Apart from lunchtime, your chromebook must remain in your school bag at all times. You will be asked to take out your chromebook for use in class by your teacher.
- Do not loan your chromebook to anyone or leave it unattended.
- Your chromebook must be labelled with your name.
- Chromebook chargers must not be brought to school.



Caring for your Chromebook

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook by following the rules below:

- Do not hold or lift Chromebooks by the screen. When moving a Chromebook, support it from the bottom with the lid closed.
- Clean the screen with a dry anti-static, or micro-fibre cloth. Do not use window cleaner, water, or any type of liquid on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a bookbag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grasp the screen by wrapping your hand around the screen; your thumbs can shatter the screen.
- Vents should not be covered.
- Never carry the Chromebook while the screen is open.
- Never remove your chromebook from its protective case.

Storing your Chromebook

- Chromebooks should never be in vehicles or a location that is not temperature controlled.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook with the power cord inserted.