

AACPS | Taking Care Of Your Chromebook

Students and parents/guardians are responsible for the general care of the device they have been issued. Anne Arundel County Public Schools has issued Chromebooks in order to support access to virtual learning. When a Chromebook becomes damaged, that learning is interrupted,

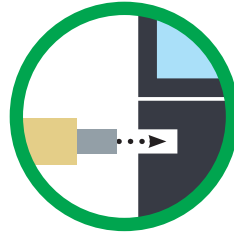
so please take care of your Chromebook as you would take care of your gaming station or cell phone. For resources and help using your Chromebook, please visit AACPS Virtual Learning Information www.aacps.org/virtuallearning.



Protect your password. Do not share your password or account information.



Keep all food and drinks away from your device.



Be careful when inserting and removing cords, cables, and external devices.



Do not place foreign objects into your Chromebook.

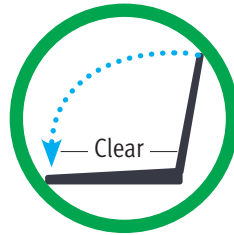
Transporting your Chromebook

Always carry and transport your Chromebook with care.

The screen is delicate and can crack easily. Always be sure the lid is completely closed and secured before moving your Chromebook.



Never move a device by lifting from the screen.



Be certain all objects are out of the way before closing the screen.



Be careful when carrying the device in a case or backpack. Notebooks, books, writing utensils, earbuds, etc. may put too much pressure and weight on the Chromebook screen. Small items may slip between the screen and keyboard.

Screen Care

Your Chromebook screen can easily be damaged! Excessive pressure can break the screen.



In Case of a Spill

If a liquid spills into the Chromebook, **unplug it immediately**. Do not plug back in until it is thoroughly dry.

If your Chromebook is not working, contact your school or email ChromebookIssues@aacps.org.



Do not lean or place anything on the top of the device that could put pressure on the screen.



Do not store the device with the screen in the open position.



Do not poke the screen with anything that will mark or scratch the screen surface. Only use your clean finger.



Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc.).



Do not use any liquid to clean the screen—use a soft dry microfiber cloth or anti-static cloth.