

CARE FOR YOUR CHROMEBOOK



1. Make sure to hold and lift your Chromebook by the base and not by the screen. The screen is very fragile and can be easily cracked or scratched. Close your Chromebook before you carry it.
2. Keep food and drinks away from your Chromebook and make certain your hands are clean when using the device.
3. Keep your Chromebook charged so that it will be ready for use each day.
4. Keep your Chromebook on a flat surface like a table or desk. If you sit on the floor when you're using it, when you are finished put it on a table or desk to prevent someone from stepping on it.
5. Be careful when removing the power cord from your Chromebook or wall outlet. Pulling on the cable can cause damage to the charging cable, or can cause the charging cable to break off in your Chromebook.
6. Don't leave your Chromebook in a car. Temperature can affect its use and the chance of theft is greater when it is left in a car.
7. Avoid placing heavy materials, such as books, on top of your Chromebook. Chromebook screens are fragile and not meant to hold any weight.
8. To clean the screen or your Chromebook, use a dry, soft, lint-free cloth. Keep the keyboard clear and make certain nothing is on the keyboard when you close it. Pencils and other small items can damage the display screen if the laptop is shut on them.
9. Tell your parents and your teacher if your Chromebook breaks. Don't try to fix it yourself. If you experience a problem with your Chromebook or accidentally damage it, email the Help Desk (helpdesk@rvaschools.net) or bring the Chromebook to one of the Mobile Help Desk locations listed below.
 - ⇒ MLK Jr. Middle - Mondays from 7:30-10:30am
 - ⇒ Fairfield Court Elementary - Tuesdays from 2:30-5:00pm
 - ⇒ Chimborazo Elementary - Wednesdays from 7:30-10:30am
 - ⇒ George Wythe High - Thursdays from 2:30-5:00pm
 - ⇒ Boushall Middle - Fridays from 7:30-10:30am