

Chromebook Care and Use Guide

The procedures, guidelines, and information within this document apply to all Chromebooks issued at Temecula Middle School, TVUSD. ***Many devices being issued are brand new. However, if the device is not new, it has been inspected, cleaned, updated and is free of physical damage.***

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Devices that are broken or fail to work properly should be reported and returned to the TMS Library. Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

GENERAL PRECAUTIONS

- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Students should never carry their Chromebooks by the screen when it is open.
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

SCREEN CARE

The Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure or heat.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils, flash drive, etc.).
- Clean the screen with a soft, dry cloth or anti-static cloth with just a slight bit of water. Do not use commercial glass cleaners.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebook to all classes.
- If a student does not bring his/her Chromebook to school, the student has the option to check out a loaner from the library. This privilege may be revoked for repeat offenders.
- Chromebooks should be brought to school each day with a full charge.

OPERATING SYSTEM AND SECURITY

- Students may not use or install any operating system on their Chromebooks other than the current version of Chrome OS that is supported and managed by the district.

CHROMEBOOK IDENTIFICATION

- Chromebooks will be labeled in the manner specified by the TMS Library.
- Students will not remove or tamper with barcode stickers, asset tags or identification markings of any kind.
- If stickers or tape appear to be peeling off, students should take the device and sticker to the library for repair.

INTENTIONAL OR NEGLIGENT DAMAGE

Students could be held partially or fully responsible for damages/loss to their Chromebooks.

Examples include:

- Liquid/beverage spills on the laptop.
- Keyboard keys pulled off or intentionally tampered with.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook. This includes intentionally marking, defacing and/or abusing the device.

CHROMEBOOK TECHNICAL SUPPORT

- If you have issues with your device, call the TMS Library at 951-302-5151 ext. 2515