



Computers Care

- ★ Use and keep your computer on a flat surface like a table or desk where it can be secure and not fall accidentally.
- ★ Do not leave it on the floor!
- ★ Do not put pressure or weight (like a textbook or another heavy object) on the top of the computer, even when the lid is closed.
- ★ The screen is sensitive and responds when you lightly touch it with your finger. Pressure on the screen is not necessary and may cause damage.
- ★ Before closing the Chromebook lid, remove any items like pencils, papers, etc. The hinge or screen is often damaged when items are closed inside!
- ★ Before moving your computer, close the lid and unplug cables. Carefully carry the computer to a secure location.
- ★ Do not carry the computer by the screen.
- ★ Make sure the device is charged to at least 80%, and then never let the battery drop below 1%.
- ★ Be careful when inserting cords, cables, and removable storage devices.
- ★ Avoid leaving your computer in extreme temperatures. For example, do not leave your device in the car or on the dashboard where it will overheat.
- ★ Keep food and drinks away from your computer and make sure your hands are clean. Crumbs and liquid spills can cause the device to stop working.
- ★ If carrying your computer in your backpack, avoid sharp objects or spills in your backpack.
- ★ Keep your computer and your backpack in a safe location.
- ★ Avoid stickers on the computer.
- ★ Do not spray or wipe your computer with any household cleaner/water or household cleaning cloth/wipes.
- ★ To clean your Chromebook...
 1. Disconnect the device from the power outlet
 2. Clean the screen with a soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes
 3. Clean the touch-pad with a lightly dampened cloth. Grease and dirt on the touch-pad can cause the cursor to “jump around” on the screen.



Remember to take care of yourself online! Keep your password private, and log off when you're done!



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