

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Portland Public Schools. Students with Chromebooks that are broken or fail to work properly, are lost, or have been stolen must report the problem to their teacher or email support@pps.net as soon as possible so the issue can be taken care of properly.

District-owned Chromebooks must never be taken to an outside computer service for any type of repairs or maintenance. Students should treat the Chromebook as a valuable material and always store the Chromebook in a safe location when not in use.

General Precautions

- No food or drink near your Chromebook.
- Cords, cables, and removable storage devices should be inserted carefully into the appropriate port.
- Dropping your Chromebook can damage the inside and outside.
- Chromebook should not be used or stored near pets
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of the Chromebook.
- Do not loan your chromebook to another student or individual.
- Do not expose your chromebook to temperatures over 100 degrees or under 32 degrees.
- Do not put your Chromebook under a blanket, on the dashboard of your car.
- Do not block air flow when the Chromebook is on.



Carrying Chromebooks

- Always transport Chromebook with care to avoid damage.
- Hold the Chromebook (cover closed) with two hands when carrying it.
- Never lift a Chromebook by the screen or carry a Chromebook with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Never use any product containing any alcohol, ammonia, Windex/household cleaner/water, or other strong solvent, or cleaning cloth/wipes to clean your Chromebook.
- Do not lean on or put pressure on the top of a Chromebook when it is closed.
- Do not poke the screen with anything that will mark or scratch the screen surface.



Opening Chromebooks

- Open the Chromebook when it is sitting on a flat surface such as a table or desk.
- To open the Chromebook, use one hand to hold the keyboard against the table. Use the other hand to open the screen by grasping the screen's edge (in the middle) and gently moving the screen to the open position.
- Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

Closing Chromebooks

- Make sure there is nothing on the keyboard before closing it. Objects on the keyboard could cause broken screens or damaged hinges.
- Close the screen only when the Chromebook is resting on a flat surface such as a table or desk.
- Close the Chromebook gently using two hands—one at either corner of the screen.

A/C Power Adapter

- Insert and remove the power adapter with care.
- Do not carry your Chromebook around with the power adapter plugged in.
- Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.

Asset Tags (Bar Code Stickers)

- All Chromebooks will be labeled with a Portland Public School asset tag.
- Asset tags may not be modified or tampered with in any way.



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OTIS Office of Technology & Information Services