



TECHNOLOGY ROLLOUT

WINTONWOODS.ORG/TECHRO

WINTON WOODS CITY SCHOOLS



A NEW TECH NETWORK DISTRICT

[En Español](#)

Taking Care of Chromebooks

We are very excited to provide you with a Chromebook. It is a tool that will not only help you in your classes, but it will teach you skills that are necessary in most jobs today. We expect you to take good care of your Chromebook. Everyone needs to take care of each device.

If your Chromebook is damaged, broken, or fails to work properly, send an email to helpdesk@wintonwoods.org and the Technology Department will work with you on a fix or repair.

- Include your name, ID, and grade level and clearly state what your issue is.
- Include a telephone number and address (in case a replacement needs to be brought to you).
- An email response will be sent as soon as possible.

Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

Tips for keeping your Chromebook in working order

- Keep food and drink a safe distance from your Chromebook.
- Be careful to not cover the vents on the device. For example, if working at home don't place the Chromebook on a pillow while working.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
- Chromebooks should never be left unattended in any unsupervised area.
- Anytime you leave your Chromebook on your desk, close the lid so that no one can access your documents.
- Pictures, music, etc., on your Chromebook should be appropriate for school--just like the pictures inside your locker or on your binder or music that might be played in a classroom at school.

Charging

- Cords/cables and removable storage devices must be inserted carefully.
- Remove the power cord before you move your Chromebook or storing it in any type of carrying case or backpack.
- When charging, be sure to place the Chromebook in an area that will prevent people from tripping over the power cord. This could injure the person and/or damage the Chromebook.



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Carrying Chromebooks

- Be careful carrying your Chromebooks.
- Chromebooks should be closed any time you carry them.
- Never move a Chromebook by lifting from the screen--this is the most common type of damage we see. Always support a Chromebook from its bottom with the lid closed.
- Check out this [VIDEO](#) on the correct way to carry a Chromebook, if you are viewing this on a computer.

Screen Care

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure.
- Be careful to not lean or put pressure on the top of the Chromebook when it is closed.
- Always carry and store the Chromebook with the screen in the closed position.
- Be careful when placing your Chromebook in a carrying case or backpack...if the bag is too full, the screen could get damaged.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Make sure nothing is on the keyboard before you close the lid (e.g. papers, pens, pencils, earbuds).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If more cleaning is needed, use a lightly water dampened towel.

Labels

- Chromebooks must have Winton Woods City School District inventory barcodes on them at all times and these tags must not be removed or altered in any way.