

## Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the Morgan Hill Unified School District. Chromebooks that are broken or fail to work properly must be given to the Computer Department staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.

Chromebooks are the property of the Morgan Hill Unified School District and all users will follow these procedures and the MHUSD Acceptable Use Policy.

### General Precautions

1. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook.
3. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
4. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Technology Department.
5. Never throw or slide a Chromebook.
6. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
7. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
8. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Morgan Hill Unified School District.
9. Students are encouraged to purchase a padded, protective sleeve or laptop bag.
10. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
11. Chromebooks must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
12. Chromebooks should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
13. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
14. Chromebooks must be charged for school each day. **This is the student's responsibility.**
15. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. **Students should not lend their Chromebooks to another person.**
16. PLEASE DO NOT ATTEMPT TO CONTACT THE CHROMEBOOK MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT THE MORGAN HILL UNIFIED SCHOOL DISTRICT COMPUTER DEPARTMENT.

### Carrying Chromebooks

By providing a protective, padded cover, you will protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. It is recommended that the Chromebook be protected by a cover. Nylon drawstring bags are insufficient protection for the Chromebooks, and should not be used.

### Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. **Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.**

### Chromebooks Left at Home

If a student leaves the Chromebook at home or comes to school with an insufficiently charged Chromebook, the student is responsible for getting his/her coursework completed as if the Chromebook were present.

**Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school at no charge. A limited number of “loaner” Chromebooks are available, so having a “loaner” is not guaranteed.

**Charging a Chromebook’s Battery**

1. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
2. In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class at the teacher’s discretion.

**Screensavers/Background photos**

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

**Sound, Music, Games, Apps**

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Students should provide their own headsets/earbuds. Students without their own headsets/earbuds must mute their Chromebook to not disturb the academic setting of the classroom.
3. Music is only allowed on the Chromebook at the discretion of the teacher.
4. All software/apps must be provided by MHUSD. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc. Flash media is allowed at this time.

**Printing**

Students may print on printers listed on their Chromebooks. Students are not allowed to print personal photos, downloaded photos or non-academic content on Morgan Hill Unified School District printers. Students may lose printing rights if printers are misused.

**Using the Chromebook Camera**

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.