

Chromebook Dos and Don'ts for Students

The Dos: How to Be a Smart Chromebook User

- **Do use Google Drive for your work:** Save all your school assignments to your Google Drive so you never lose your progress.
- **Do charge your battery every single night:** Plug your Chromebook in before bed so it is at 100% and ready for the next school day.
- **Do carry your device with two hands:** Always close the lid and support the bottom of the laptop securely when moving around the classroom.
- **Do keep food and drinks far away:** Keep your workspace clear of liquids and snacks to prevent accidental spills and sticky keys.
- **Do restart your Chromebook every few days:** Completely shut down your device regularly to ensure it receives important school security updates.

The Don'ts: Mistakes That Can Damage Your Device

- **Don't add personal stickers:** Do not put any personal stickers, drawings, or decorations anywhere on the Chromebook or its case.
- **Don't peel off school barcode labels: NEVER peel off, pick at, or damage the official school barcode or identification stickers on your Chromebook or charger cord.**
- **Don't ignore loose labels:** If an official school sticker is peeling or coming off, **see Mrs. Dawkins immediately** for a replacement.
- **Don't leave the charger plugged into your Chromebook and place it inside your bag:** Always completely unplug the cord from your Chromebook before placing it into your backpack.
- **Don't leave cords on the floor:** Never leave your charger on the ground where pets can chew it, or people can step on it.
- **Don't step on charger tips:** Stepping on or crushing the metal end of the cord will bend it and permanently destroy your charger.
- **Don't leave objects on the keyboard:** Closing the lid with a pencil, pen, or headphones inside will immediately shatter the glass screen.
- **Don't pick at or remove the keys:** Keyboard damage requires a full hardware replacement, so treat the keys gently.
- **Don't share your password with anyone.** Keep your school account secure, and never let other students log in to your device.
- **Don't pack your bag too tightly:** Heavy textbooks pressing against your Chromebook in a backpack can easily crush the screen.