



Farrell Area School District Chromebook Guidelines and Care Information

Students are responsible for the care of the Chromebook that they have been issued by the Farrell Area School District. No other person should use this Chromebook except the student. The Chromebook is for educational use only.

Important Information

- Read the Student Chromebook Agreement carefully before signing.
- Chromebooks should be taken home after school. Students are responsible for making sure the Chromebook is charged and ready to use for school the next day. Leave your charger at home as there won't be an opportunity to charge it during school.
- Chromebooks will be used for at-home learning in the event of a school closure due to weather or other reason. Students will be responsible for logging into all of their classes on those days or they will be marked absent for the day.
- Report any damage or other issues immediately so technology staff can address it.
- Chromebooks and chargers must be turned in at the end of the school year. Details on when and where to turn them in will be given toward the end of the school year. Failure to turn the Chromebook in will result in the parent/guardian who signed the Chromebook Agreement to be held financially responsible for replacing the device.

General Precautions

- Keep food and drink away from the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully.
- Chromebooks should be closed when not in use to conserve battery life.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not installed by the Farrell Area School District.

Carrying the Chromebook

- Chromebooks should be closed when carrying.
- Chromebooks should never be held by the upper assembly (screen/lid) as this can cause damage to the screen.
- Avoid placing sharp or abrasive objects up against the Chromebook as this can scratch or otherwise damage the device.

(See other side)

Chromebook Case

- Each student's Chromebook will have a protective hard-shell case installed.
- Students should never remove this case for any reason. Only authorized technology and administrative personnel are to remove the case from the Chromebook.
- Kindergarten, 1st grade, and 2nd grade students will receive a soft sleeve with handles to carry their Chromebook tablet to and from school. This sleeve must be returned at the end of the school year along with the Chromebook and charger.

Screen Care

- The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. To avoid damage please adhere to the following rules:
 - Do not lean on the Chromebook.
 - Do not place anything near the Chromebook that could put pressure on the screen.
 - Do not place anything in between the keyboard and screen when the Chromebook is shut.
 - Do not place anything on top of the Chromebook
 - Clean the screen only with a soft, dry cloth (preferably a microfiber cloth). Avoid using paper towels, napkins, or other paper products as these can scratch the screen.
 - Do not use glass cleaner or any other harsh cleaning chemicals on the display.
 - Do not spray water or any other liquid directly onto the screen or any other surface of the Chromebook.
 - If the Chromebook is extremely dirty, you can lightly dampen a soft microfiber cloth with water.
 - If more thorough cleaning is required, please contact the school to arrange for it to be cleaned by a member of the technology staff.