



Chromebook Usage Expectations

Chromebooks are being provided to Burrillville students in support of our educational mission. They should be considered an educational tool, and should be used for educational purposes only. The Burrillville School Department retains ownership of the Chromebook (and charger). Please see the following guidelines for the appropriate use and care for the school's Chromebooks:

General Chromebook Usage

- A Chromebook should always be:
 - used on sturdy surfaces such as desks and tables and not in laps;
 - fully turned off when not in use (not just closing the lid);
 - viewed at a minimum distance of 12 inches from the screen;
 - used away from food and drink;
 - kept away from small children and pets;
- A Chromebook should never be:
 - placed on the floor or on a seat;
 - left unattended;
- Check to make sure the keyboard area is clear of objects (like earbuds, keys, pens, etc.) before closing the lid - objects left in this area will crack the screen;
- Always follow your teacher's directions when using a Chromebook - failure to follow district policies and teacher instructions could result in disciplinary action;
- Students should be gentle and careful when plugging and unplugging the power charger and USB devices into and from the Chromebook; damage to these ports can necessitate motherboard replacement;
- Students are not to tamper with, peel off, deface, or destroy:
 - any asset tag or security labels;
 - the built-in camera;
 - the keyboard, keyboard keys, and trackpad;
 - any part of the Chromebook;



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Storing the Chromebook

- Please be aware that the Chromebook is not stored:
 - in extreme heat or extreme cold;
 - in an unlocked or unsecured area;
- You should charge the Chromebook every night and leave the charger at home;

Moving or Transporting the Chromebook

- Completely shut down the Chromebook before moving or transporting it;
- Completely close the lid before moving or transporting it;
- When picking up the Chromebook, ONLY lift it from the bottom, never from the screen or lid;
- Be very careful when using a backpack or bookbag to transport the Chromebook - too much weight or pressure can damage the Chromebook.

Personalization

- Students are prohibited from marking the Chromebook in any way, including stickers, pencil, ink, stamps, markers, etc;