Proper Care Guidelines
to ensure a long life expectancy for the student's Chromebook.
1. Screen
    a. Protect the screen by opening/closing the lid gently.
    b. Avoid placing weight or pressure on the chromebook lid. Stepping or sitting on a chromebook is a good way to break the screen even with the case.
    c. The chromebook is the ONLY item to be inside the chromebook case. Do NOT put pens, notebooks, power cords, or other things that create pressure points.
2. Hinges
    a. Stress on the hinges of the chromebook creates another potential for chromebook damage.
    b. Open/close the chromebook gently, grasp the center of the lid and not the corner.
3. Cord
    a. The connector on the power cord can be damaged if the cord is pulled or the device is moved while being plugged in.
    b. Avoid stretching the cord across an area where it can be snagged or tripped on.
    c. Always disconnect the power cord before moving the chromebook.

4. Cleaning the chromebook screen
    a. Best line of defense: Don't touch the screen! These are not touch screens!
    b. If you feel you need to clean the screen, use a soft cloth (Microfiber is best) or use a wipe/cleaner specifically designed for laptop screens, no generic multipurpose cleaners.
    c. DO NOT spray anything directly on the screen.
    d. NO Windex, Lysol, or products containing alcohol, ammonia, or other strong solvent.
    e. Do NOT use paper towels or Kleenex to wipe the screen.
    f. If not comfortable with cleaning the screen, the student can contact the Tech Coordinator at school and he can assist.

5. Proper handling
    a. Close the lid and case when carrying it.
    b. Make sure there are no school supplies (pens, paper, etc.) when shutting the lid.
    c. A student's chromebook should be securely placed on a desk or a table when using it during class.

6. Safely Store the Chromebook
    a. Keep your chromebook with you or in your locker or other secure space when not in use at school.
    b. Never leave your chromebook laying on a floor, seat, bed, or other space where it is likely to get stepped or sat on. This is a common way to break your screen.
    c. Keep food and drink away from your chromebook
    d. Do not let your chromebook get wet and keep it out of extreme weather conditions (cold and heat). Don't leave it in the car.

Tips and Tricks (more to come!!)

1. Caps lock press ALT + SEARCH (Seach button is above the left shift key), press Alt + Search again to turn off Caps lock.
2. To lock your Chromebook screen, press Ctrl+Shift+L
3. Press Ctrl + Alt + ? on your keyboard to see a popup map of all of the keyboard shortcuts.
4. Ctrl + shift + T opens the tab you just closed

5. Ctrl + (just ctrl and the "plus" key) will increase the size of things on your screen
6. Ctrl - will decrease the size of things on your screen
7. Ctrl0 (zero) will take the size back to default