

# CHROMEBOOK GUIDELINES

Benzie Central  
High School/Middle School

# OWNERSHIP OF CHROMEBOOKS

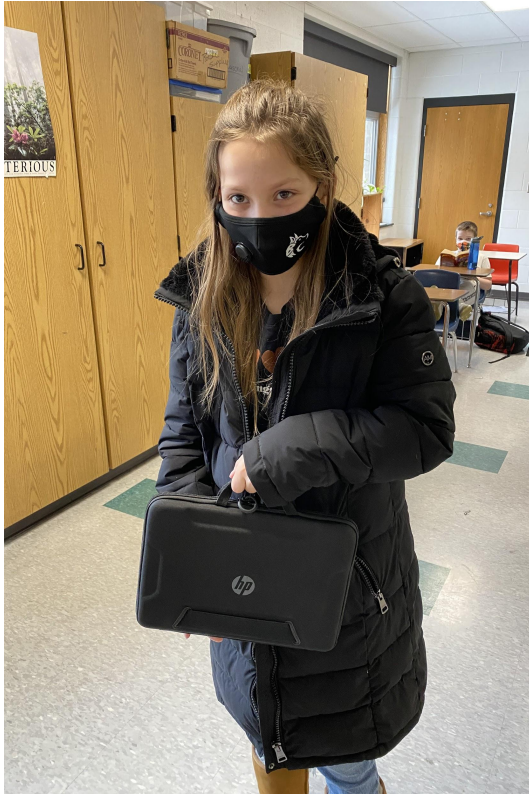
## Every Day - Every Class

- You are responsible for this Chromebook - do not let anyone else use it
- Let the office know if you notice anything different about your Chromebook
- Shut your Chromebook down at least one time per week
- Never place stickers or other decorations on your Chromebook

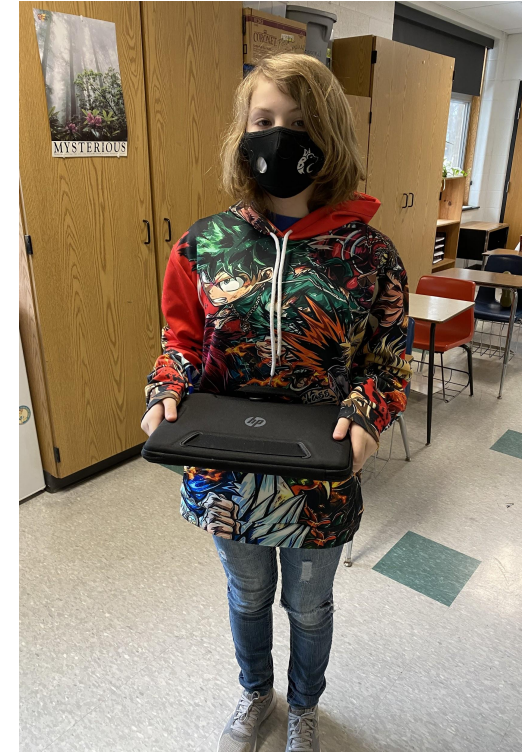


# TRANSPORTING CHROMEBOOKS

- Always close your Chromebook to carry it



- Always carry your Chromebook with two hands while in the classroom



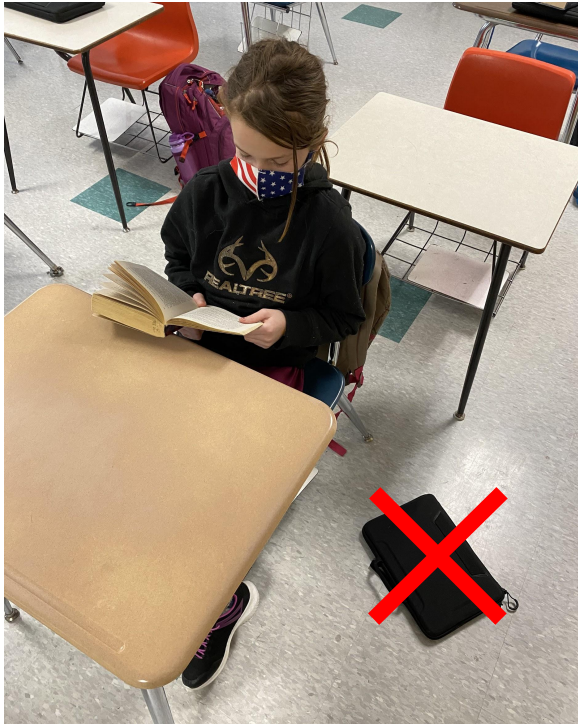
- Use the handles on the carrying case when transporting your Chromebook outside the classroom



# CARE AND SAFETY OF CHROMEBOOKS



- Keep all foods and liquids away from Chromebooks



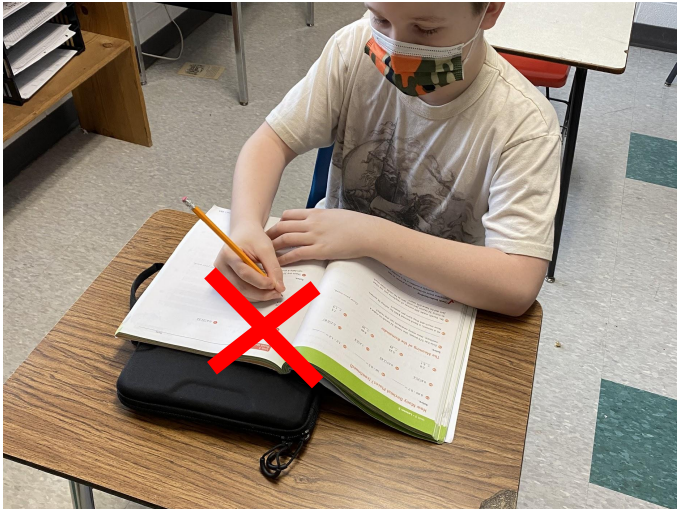
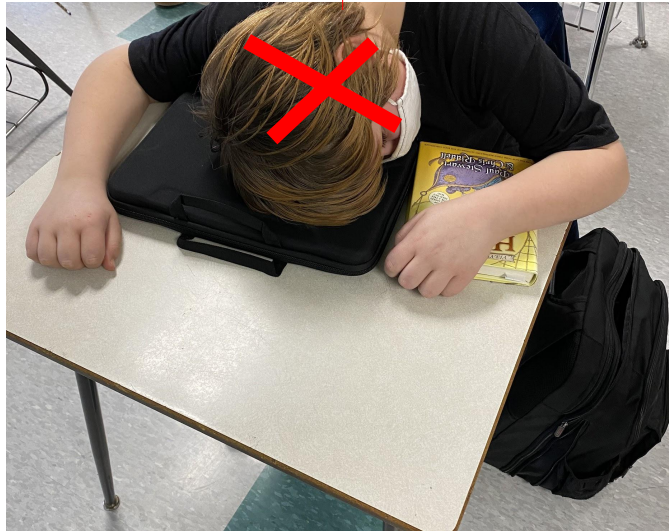
- Never place your Chromebook on the floor

- Never lean on or across Chromebook

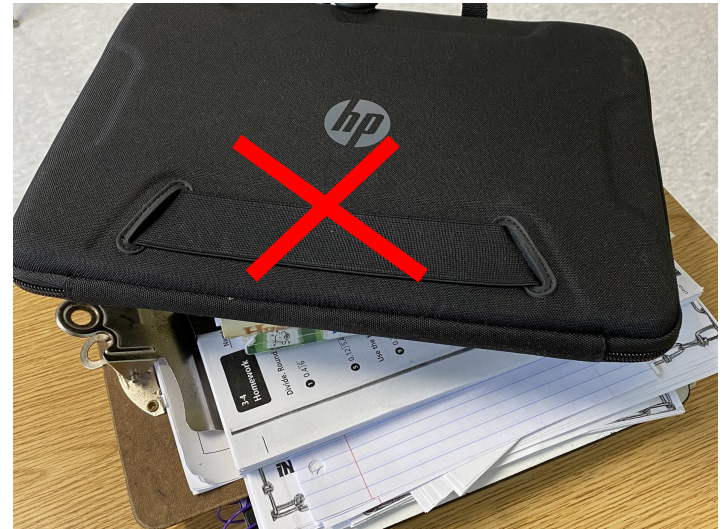


# CARE AND SAFETY OF CHROMEBOOKS CONT.

- **Never use your Chromebook as a writing surface or a resting place**



- **Make sure Chromebooks are safely on the desk – not stacked on other materials**



# Home Responsibilities

- Charge your Chromebook fully each night



- Do not leave your Chromebook in the car overnight



- Protect your Chromebook from younger siblings and pets
- Take your Chromebook to each class each day
- Remember to bring your Chromebook back to school each day

# DEALING WITH CONNECTION ISSUES

1. Refresh
2. Log out of your Chromebook, then try again
3. Shut down the Chromebook and try again
4. Ask a staff member for help
5. Take Chromebook to office to submit for service