

# Caring for Your 1:1 Device

Here are some helpful tips to keep your device in working order!

1. Keep the device on a flat surface like a table or desk. Don't leave it on the floor where it can be damaged.
2. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is not overloaded and is handled with care. Also, make sure you don't place smaller items like a charger next to your Chromebook as it may cause your screen to break."
3. Make sure there isn't anything on the keyboard when you close your device.
4. Keep food and drinks away from your device, and make sure your hands are clean when using it.
5. Be careful when carrying your device, always use two hands and never carry it by the screen.
6. Charge your device when not in use but it's unnecessary to leave a fully charged device plugged in long-term.
7. If your device sustains damage, be sure to notify your teacher immediately. Do not try to fix it yourself.
8. Avoid exposure to direct sunlight and extreme high temperatures. Devices should never be left in Automobile.
9. Remember to stay safe online, protect your passwords, stay on approved websites, and log out when finished.

**SCHOOL DEVICE**  
**C O V E R A G E**