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## Chromebook/Tablet Care and Security

**Do not place your Chromebook on uneven surfaces where they might fall.** Chromebooks are sturdy but drops from heights can damage the inside and outside of the Chromebook.

**Rarely does your Chromebook get tired.** Don't leave it on blankets, beds, sofas or pillows while on and in use. The Chromebook does not get overly hot as a laptop would, but it does need to breathe.

**Chromebooks never get hungry or thirsty.** Do not share food and drink with your Chromebook by eating or drinking near the device.

**Chromebooks screens should be touched but not poked.** In fact, they may go blurry or crack if you poke or hit the screen too hard -- no pens or anything other than fingers or a stylus.

**Chromebook camera lenses** are like eyeballs and don't like to be touched. They are very sensitive to fingers and sharp objects. Do not use a pen or marker on your camera lens.

**Your Chromebook loves to travel.** However, it will react negatively when at the beach (to the sand) and over 100 degrees (too hot). Don't leave the device locked car in extreme hot or cold temperatures.

**Chromebooks need to be charged regularly, but do not under or over charge!** While opinions vary, you should run the battery down during the day, charge it up while at home, but when the battery is fully charged unplug the Chromebook from the wall. Avoid running the battery out completely. Lithium Ion batteries start to hold less charge after 2 years, but should still work for 4-5 years.

**Keep your Chromebook clean.** Never use any product containing alcohol, ammonia, or other strong solvent to clean your Chromebook but your Chromebook really does need to be cleaned regularly.

- Disconnect the Chromebook from power and ensure it is off.
- Spray water on a lint free microfiber or very soft cloth. (No Paper towels)
- **Do NOT spray directly on the Chromebook**
- **Use caution if your screen needs cleaning.** When cleaning the screen, use a **GENTLE** circular and consistent motion. Ensure that you apply even pressure to the cloth but not so much as to damage the screen.

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## Chromebook/Tablet Security Tips

**Know where your Chromebook is at all times and NEVER leave your Chromebook unattended.** Thieves target restaurants and locations with free WiFi.

**Please do not leave your Chromebook locked in any vehicle in plain sight.** Avoiding temptation is a security best practice.