



## **HAMILTON ELEMENTARY FAMILY GUIDE TO CHROMEBOOK CARE**

1. Keep your Chromebook on a flat surface (but not the floor).
2. Don't pile things on top of your Chromebook--it might break the screen.
3. Make sure there isn't anything on top of your Chromebook keyboard when you close the screen. Even something as small as a pencil or eraser may crack the screen if you close the Chromebook with items inside.
4. Keep food and drinks away from your Chromebook.
5. Make sure your hands are clean.
6. Always make sure your Chromebook is closed when you carry it. Never carry it by the screen. Use two hands to carry it, please. Chromebooks are fragile. They are expensive to replace.
7. Don't forget to charge the Chromebook every night so it will be ready for school each day! Chromebooks should hold a charge for at least eight hours. Make sure you put the charging cable into the proper outlet on the Chromebook. The cables are fragile--treat them with care. A replacement cable is \$29.
8. Let us know if you have a problem. Don't try to fix it yourself.
9. If cleaning the screen is necessary, only use a soft, DRY, microfiber cloth. Do not get water or other liquids on the device.
10. Do not remove stickers, tags, or other CCHS markings on your Chromebook. We do have serial numbers so they can be identified regardless, but it is easier with all the tags
11. Protect your Chromebook from extreme heat, cold, and household pets

### **How To Log In to Your Chromebook:**

Username: [lunch#@stu.colquitt.k12.ga.us](mailto:lunch#@stu.colquitt.k12.ga.us)

Password: randomly assigned # (you should already have this number)