

# CHROMEBOOK ETIQUETTE



Each student at KHS will be assigned a Chromebook and charger. It will be the student's responsibility to bring the device—charged and ready to use—to school EVERY DAY. Here are some simple procedures and practices we will follow.

## TAKING CARE OF MY DEVICE

As stated, you are responsible for your device. You should follow these practices to ensure you are ready to learn each day.

- Charge your Chromebook at home every night. A good rule to follow would be to charge your device next to your cell phone.
- Make sure this Chromebook becomes an essential item. **Bring it to school EVERYDAY.**
- When coming to or going from school, put your device in a backpack if possible. If you carry the device, be sure to use both arms to secure it.
- Do not stack items on the Chromebook. This could cause damage.

## WHAT IF...

- ...I misplace my device at school? Ask your teacher to go to the office. We will help you track it down.
- ...I lose or damage my device at home? Tell a teacher or let the office know immediately.
- ...I forget my device at home? Stop by the office as soon as you arrive at school to ask for a loaner for the school day.
- ...I forgot to charge my Chromebook and its battery is dead? Tell a teacher or stop by the office. We may loan you a charger for the day.
- ...my Chromebook just stops working properly in the middle of class? Turn the device off, and wait one minute before restarting. If the problem continues, politely ask your teacher for assistance. If he/she can't fix the problem, ask if you can bring the device to the office for assistance.