

Hunterdon County Educational Services Commission

Adult Programs and Services

908.237.5000 (Hunterdon County)

908.541.5781 (Somerset County)



CHROMEBOOK CARE AND USE GUIDE

Students are responsible for the general care of the Chromebook they have been issued by Hunterdon County Educational Services Commission.

GENERAL PRECAUTIONS

- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

SCREEN CARE

The Chromebook screens can be damaged.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens or pencils, notebooks, flash drive, etc.).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

MANAGING YOUR FILES & SAVING YOUR WORK

- Student files should be stored in Google Drive or other cloud-based storage.

APPLICATIONS ON CHROMEBOOKS

- The applications originally installed by Hunterdon County Educational Services Commission should remain on the laptop in usable condition and be easily accessible at all times.
- If technological difficulties occur or illegal software is discovered, the hard drive will then be reformatted.

OPERATING SYSTEM AND SECURITY

- Students may not use or install any operating system on their Chromebooks other than the current version of Chrome OS that is supported and managed by the district.
- Always be on the alert for suspicious emails that contain links and websites that ask for personal information such as name, date of birth or passwords.

CHROMEBOOK IDENTIFICATION

- Chromebooks will be labeled by the Hunterdon County Educational Services Commission.
- Students will not remove the Chromebook serial number, asset tag number, and HCESC ID label.

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CHROMEBOOK CARE AND USE GUIDE (continued)

INTENTIONAL OR NEGLIGENT DAMAGE

Students could be held partially or fully responsible for damages/loss to their Chromebooks.

Examples include:

- Liquid/beverage spills on the Chromebook.
- Deliberate damage, neglect or abuse caused by you or others. This includes intentionally marking, defacing and/or dropping the Chromebook.
- Leaving the Chromebook in an unlocked car, classroom or other area.
- Mysterious disappearance of the laptop - meaning the Chromebook user has no knowledge as to the place, time, or how it was lost.

CHROMEBOOK TECHNICAL SUPPORT

All repair requests must be made to the Hunterdon County Educational Services Commission Technology Department by emailing or calling your instructor.