



## Chromebook Care

- 1 Use your Chromebook on a flat surface.
- 2 Keep your Chromebook out of extreme heat and cold and direct sunlight.
- 3 Don't pile things on your Chromebook—this can crack the screen.
- 4 Make sure objects are not on the keyboard when you close it.
- 5 Keep food and liquids away from your Chromebook. Make sure your hands are clean when using your device.
- 6 Close your Chromebook before moving it. Use two hands to carry it and never lift it by the screen.
- 7 Plug in your Chromebook for charging when it is not in use.
- 8 Keep your Chromebook in its bag when transporting it.
- 9 Don't peel stickers off your Chromebook. Do not add stickers.
- 10 Be gentle when pressing keys, touching the screen, or using a stylus.
- 11 Don't use your Chromebook to charge other devices like a phone.
- 12 Clean your Chromebook screen with a microfiber cloth—never use liquids.
- 13 Don't lend your Chromebook to friends or family.
- 14 If your Chromebook is not working, email the MPS Technology Support Center.



**If your Chromebook is not working properly, do not try to fix it yourself. Contact the MPS Technology Support Center at [tsc@milwaukee.k12.wi.us](mailto:tsc@milwaukee.k12.wi.us) for problems such as a cracked screen, WiFi connection issues, or login problems.**

**Include your student name and ID number, school name, contact phone number, and a description of the problem.**

©2020 Milwaukee Public Schools



## Chromebook Care

- 1 Use your Chromebook on a flat surface.
- 2 Keep your Chromebook out of extreme heat and cold and direct sunlight.
- 3 Don't pile things on your Chromebook—this can crack the screen.
- 4 Make sure objects are not on the keyboard when you close it.
- 5 Keep food and liquids away from your Chromebook. Make sure your hands are clean when using your device.
- 6 Close your Chromebook before moving it. Use two hands to carry it and never lift it by the screen.
- 7 Plug in your Chromebook for charging when it is not in use.
- 8 Keep your Chromebook in its bag when transporting it.
- 9 Don't peel stickers off your Chromebook. Do not add stickers.
- 10 Be gentle when pressing keys, touching the screen, or using a stylus.
- 11 Don't use your Chromebook to charge other devices like a phone.
- 12 Clean your Chromebook screen with a microfiber cloth—never use liquids.
- 13 Don't lend your Chromebook to friends or family.
- 14 If your Chromebook is not working, email the MPS Technology Support Center.



**If your Chromebook is not working properly, do not try to fix it yourself. Contact the MPS Technology Support Center at [tsc@milwaukee.k12.wi.us](mailto:tsc@milwaukee.k12.wi.us) for problems such as a cracked screen, WiFi connection issues, or login problems.**

**Include your student name and ID number, school name, contact phone number, and a description of the problem.**

©2020 Milwaukee Public Schools