

Following these guidelines will help ensure devices last their intended lifespan and keep working as expected.

Device Cleaning -

- Use a soft cloth dampened with water or a baby wipe (dye-free, fragrance-free) that is squeezed out so they are not dripping. The important thing is that they do not have chemicals in them.
- Not Clorox Wipes, not isopropyl alcohol.

Device Handling -

- iPads should be carried with 2 hands. Chromebooks should be in the carrying case and held securely by both handles.
- Chromebooks are not to be swung around by the handles or tossed it in the air while carrying it.
- Devices should never be left on the floor at any time. The device should be either put away when finished or at least put up on a counter or desk.
- Devices on desks or counters should be fully on the surface and not hanging over the edge which could cause it to accidentally fall.
- Students should refrain from putting their devices in their backpacks. We've seen a lot of breakages from students doing this and them having a false sense of security for the device thinking when it is in their backpack that it is "armored". Students frequently sit, kneel, or lean against their backpacks causing pressure cracks in screens and actually bending some of the devices.
- Devices should not be left on couches, sofas, chairs, etc. (these are common sitting places and result in breakages)
- All food and drink should be kept away from devices to both keep accidental spills from damaging the device and to help keep them clean. Dirty screens are a contributor to touch screens not working properly.

Device Chargers -

- We've experimented with various chargers and found that only Apple brand chargers work efficiently with iPads and don't cause problems with the device.
- Chargers need to be kept at home and in a designated safe place to help avoid losing it or damage due to pets.
- When chargers are disconnected from the devices, do not just grab the cord and give it a tug. Carefully hold the device securely and grasp the Lightning Connector or the L-shaped connector for the Chromebook and disconnect it without bending it in any direction.