

## Chromebook - Summer Care

### YES- YOU GET TO KEEP YOUR CHROMEBOOK ALL SUMMER!

When the school year ends, you might wonder what to do with your Chromebook. Here are some of the best practices from Google to help ensure your device works as expected for next school year.

#### STORAGE TIPS

If you plan to store Chromebook for an extended period, follow these long-term storage steps:

- Do not stack devices on top of one another, because the weight can damage screens.
- Place the Chromebooks in a secure location, such as a cabinet or cart where they won't be accidentally knocked over or stepped on.
- Store your Chromebook in a cool, dry area. Be sure they avoid direct sunlight.
- Keep track and take care of cords, cables, and removable storage devices.
- Be sure that the lid is free from any objects before closing.
- Be sure that the lid is always closed and tightly secured when moving or storing.
- Keep food and drinks away from the Chromebook and the charger.
- Follow the instructions below.

#### PREPARING YOUR CHROMEBOOK FOR LONG-TERM STORAGE

1. Charge your Chromebook so that the battery is at least 80% full.  
This ensures that even when the battery discharges while unplugged over the summer, it won't fully run out of power.
2. To slow the discharge rate during storage, do not physically remove the battery from the Chromebook for storage. Instead, take the following steps:
  - Connect the device to a charger and turn it on.
  - Hold Refresh  and Power  at the same time.
  - While holding these keys, remove the power cable from the device and then release the keys.  
The device should shut down and remain off.
  - Confirm the battery disconnect worked by pressing the power button.  
The device should not power on, despite having a battery charge. The Chromebook won't power on by touching the power button or opening the lid, until you plug the device back to a power source.

This is the ideal way to store devices. It reduces battery discharge to a minimum, prevents constant charge and discharge from reducing the battery life, and keeps the Chromebook in a stable, powered-off state.

Note: If you can't put your model of Chromebook into the battery disconnect state described above, charge the battery to at least 80%. Then, turn off the Chromebook, unplug it from a power source, and store it in a cool, dry place.

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### BATTERY TIPS

- Do not let the Chromebook battery fully discharge over the summer. Even when a Chromebook is off, its battery continues to slowly lose charge. If left long enough, the batteries might no longer function and can't be recharged.
- At the same time, you shouldn't keep Chromebooks plugged into a cart or charger while in storage for months. This can reduce battery life and lead to other issues. If you're storing Chromebook for a long time, charge them to at least 80% and unplug them from a battery source, following the instructions below.

### FAQ

#### **Is your child graduating or withdrawing from Anne Arundel County Public Schools next year?**

If yes, you **MUST** contact your child's schools to schedule a time to return your **Chromebook and charger**. Replacement chargers can be purchased online but must be a model compatible replacement.

#### **How do I get technical support over the summer?**

With the exception of students enrolled in summer school, there is limited onsite support available over the summer. If you experience technical issues with your chromebook please email [ChromebookIssues@AACPS.org](mailto:ChromebookIssues@AACPS.org) or [Help-Desk@AACPS.org](mailto:Help-Desk@AACPS.org). AACPS Help Desk can also be reached by phone at (410) 222-5135.

#### **Will I continue to have access to my online programs from the 2019-2020 school year?**

You will have access to online educational programs throughout the summer.

#### **How do I clean my Chromebook?**

1. Completely power down your Chromebook.
2. Disconnect any cables or peripherals that are plugged into your Chromebook. This will allow you to access and clean every part of the device.
3. Use the compressed air to remove larger pieces of dirt or dust that might be in your keyboard and ports. When using compressed air, only give it a few short bursts and never turn the can upside-down. If you have an extra cleaning cloth, you can also dampen it with plain water and wipe down the device during this step.
4. Use the disinfectant wipe or apply a small amount of rubbing alcohol solution to the cloth and completely wipe down the entire Chromebook, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen, but not too much since this could damage the display. If you aren't comfortable using the cleaning solution on the screen, you can buy disinfectant wipes specifically designed for LCD and laptop screens. Do NOT use acetone or Goof Off.
5. After everything is dry, you can use a dry microfiber to buff the screen to remove any haze that might be lingering on the display from the disinfection process.