



Champion Local Schools Chromebook Care & Repairs

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the library. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook
- Students must never carry their Chromebook while the screen is open
- Chromebooks must be shut down when not in use to conserve battery life
- Chromebooks must never be shoved into a locker or wedged into a book bag
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook

Carrying Cases

Protective padded cases are provided and must be used at all times. The extra padding of the case helps to protect the Chromebook. The padded cases remain the property of the Champion Local School District and must remain free of any writing, drawing or stickers.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook
- Do not place anything in a carrying case or backpack that will press against the cover
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not place anything anything in the carrying case that will press against the cover
- Do not poke the screen with anything that will mark or scratch the screen surface
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks)
- Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook

Chromebook Repair

- Students must bring damaged Chromebooks to the designated area in the building
- Students must fill out the Chromebook Repair Form on championlocal.org
- Students will be provided with a loaner for the day and must be returned at the end of the day
- Parents will be charged for Chromebook damage. Parents will be billed for parts and labor
- If the cost of repairs presents a financial burden, please contact the school and make arrangements for payment options. We are very understanding of unique conditions
- If damage to the Chromebook is beyond repair, parent is responsible for the replacement value
- Estimated costs are listed below and are subject to change
 - Replacement of Chromebook: \$250
 - Case: \$20
 - Charger (power adapter/AC wall plug): \$30
 - Screen: \$65
 - Screen Bezel: \$35
 - Hinges: \$20
 - Track pad: \$45
 - Audio port: \$35
 - Charger port: \$25
 - Keyboard: \$85
 - Top or bottom cover: \$30

Lost or Stolen Chromebook and/or Accessories

- Chromebooks that are lost or stolen are the responsibility of the student
- Parents must pay the associated charges to replace the lost or stolen Chromebook and accessories
 - Chromebook: \$250
 - Charger (power adapter/AC wall plug): \$30

Take Home Chromebook Program

- Annual insurance cost \$35
- Insurance cost will cover a one-time repair of any Chromebook damage
- If Chromebook is damaged a second time; parents are responsible for the cost and the Chromebook must remain at school for the remainder of the year
- Insurance does NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook