

## Chromebook – Clean & Disinfect

This HowTo will guide you through the steps recommended by the Uxbridge Technology Team to clean and disinfect your child's Uxbridge Public School issued Chromebook without damaging the screen, keys or any other part of it. Shorthand version on Page 3.

### *Cleaning & Disinfecting Procedure*

Follow these steps to clean and disinfect your child's Uxbridge Public Schools issued Chromebook:

#### **1 Gather recommended cleaning materials.**

- **Bleach-Free**, 70% Isopropyl Alcohol Electronics Cleaning Wipes

or

- Microfiber Cloth
- Soft Cotton Cloth
- Isopropyl Alcohol, 70%

and

- Can of Compressed Air (Optional)

**CAUTION:** 70% Isopropyl Alcohol is highly flammable - keep it and anything damp with it away from anything capable of causing it to ignite.

#### **2 Power down the Chromebook.**

#### **3 Disconnect the charging cable from the Chromebook.**

#### **4 Disconnect all peripherals (flash drive, mouse, USB cable or dongle, etc.).**

Press and Hold the Power Button  until the screen goes black.

This allows you to access and clean every part of the Chromebook. Peripherals can be wiped down separately.

#### **5 (Optional) Use the can of compressed air to clean out the ports and keyboard.**

Only use a few short bursts of air into each port and the keyboard to dislodge dirt, dust and crumbs.

**CAUTION:** Never hold the can of compressed air upside down when using it. Avoid tilting it where possible to minimize the chance of spraying out liquid propellant.



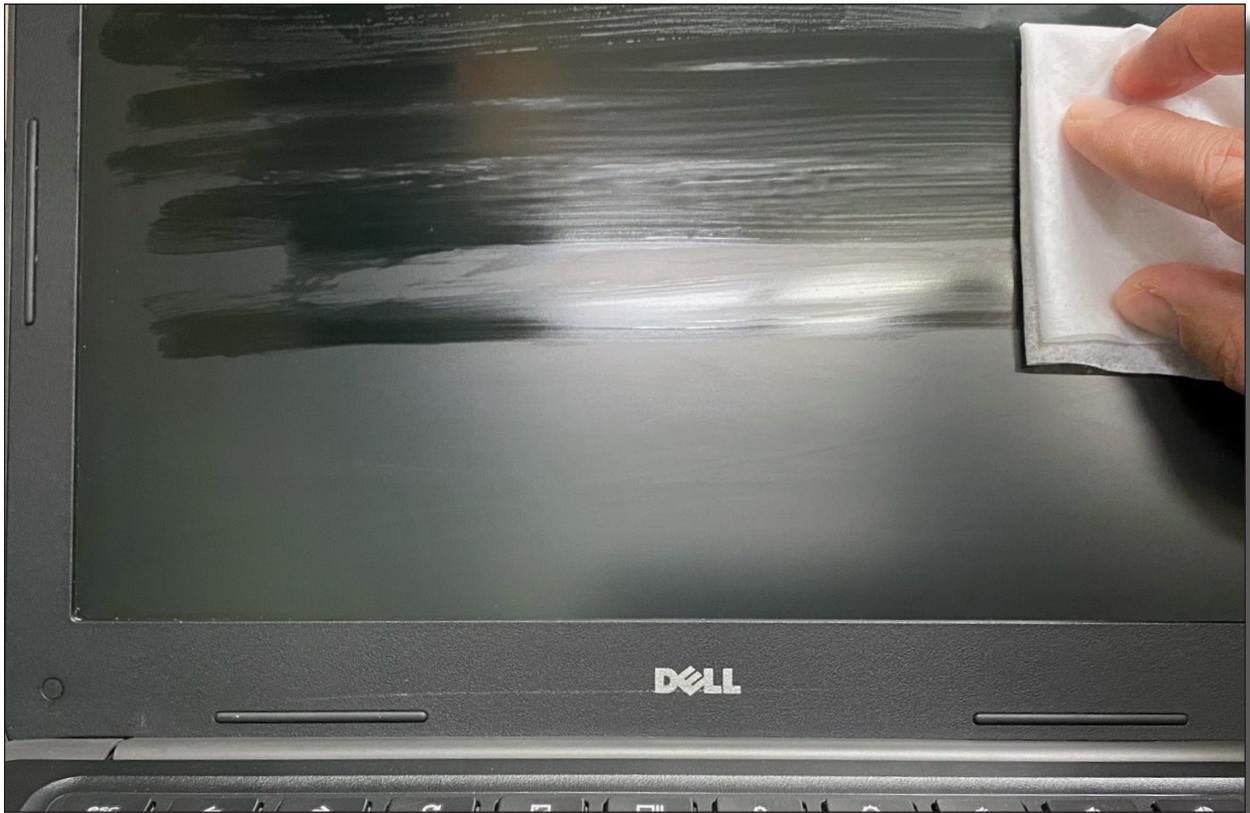
## 6 Clean and Disinfect the LCD Screen.

Using a 70% isopropyl alcohol electronics cleaning wipe or using a microfiber cloth dampened with 70% isopropyl alcohol, gently wipe down the LCD screen in a back and forth motion using broad strokes. Once the LCD screen has fully dried, it can be given a quick buff with a dry microfiber cloth.

**WARNING:** *Never* spray liquids directly on the screen or use dripping wet cloths or wipes. Liquid can get sucked into the edges of the screen and damage it.

**WARNING:** *Never* use paper towels or any cloth other than microfiber as it could damage your screen.

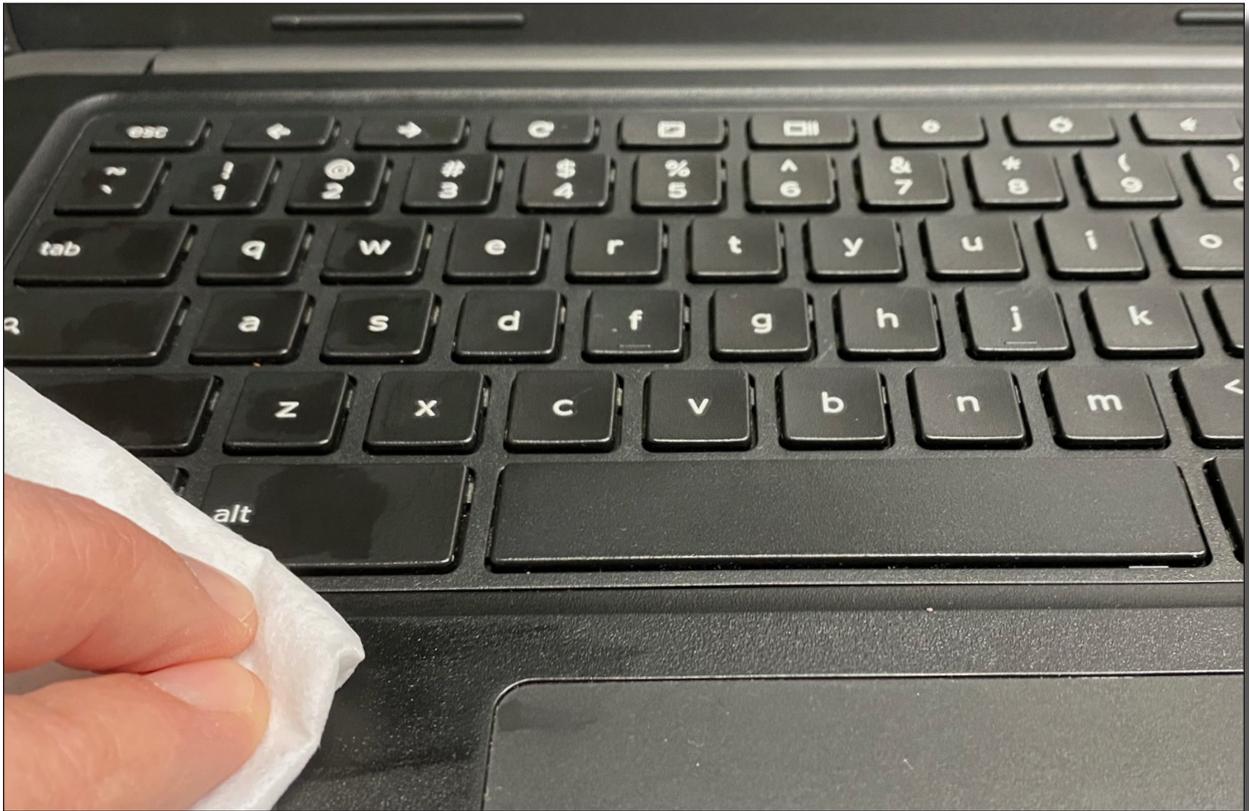
**CAUTION:** When wiping down the LCD, avoid small circular motions as they can leave circular marks on the screen.



## 7 Clean and Disinfect the Keyboard and Chassis.

Using a 70% isopropyl alcohol electronics cleaning wipe, a microfiber cloth dampened with 70% isopropyl alcohol **OR** a soft cloth dampened with 70% isopropyl alcohol, gently wipe down the keyboard and chassis. Make sure to wipe around each key, as well as the exterior casing on top and bottom.

**WARNING:** *Never* spray liquids directly onto the keyboard/computer or use dripping wet cloths or wipes. Liquid can damage the keyboard and the components underneath.



## 8 Let the Chromebook dry.

The alcohol solution evaporates fast. You will be able to use the Chromebook again within a few minutes.

## ***Cleaning & Disinfecting Procedure (Shorthand Version)***

1. Gather cleaning materials. 70% Isopropyl Alcohol Electronics Wipes recommended.
2. Power down the Chromebook.
3. Disconnect all cables and peripherals.
4. Gently wipe down the screen.
5. Gently wipe down the keyboard and chassis.
6. Wait for the Chromebook to fully dry before using.

