



UXBRIDGE

Technology Dept

Technology is best when it brings students together

Cleaning & Disinfecting Procedure of UPS Chromebooks

Summary

As Uxbridge Public Schools continue to deal with the threat of the novel coronavirus, parents, staff, teachers, and students are looking for ways to properly clean and disinfect their technology. With all of this going on we thought it would be good to talk about how you can clean and disinfect your Chromebook or student's Chromebook.

UPS Tech Dept Recommended Cleaning Supplies:

- **BLEACH-FREE** disinfectant wipes, Lysol, Clorox or a solution made up of 70% rubbing alcohol and 30% distilled water.
 - Harsh cleaning supplies like bleach should **NEVER** be used on your electronics since they can cause damage to the screen or other major components of your Chromebook.
 - Using full-strength rubbing alcohol can damage the oil repellent coating that helps to keep smudges off the Chromebook screen.
 - [Amazon's Choice Lens and Screen Wipe](#)
- **MICROFIBER CLOTHS** or any cleaning cloths that are linen free.
 - [Amazon's Choice Microfiber Cloth](#)
- **COMPRESSED AIR** a can of compressed air is optional if you want to remove any dust that might be hiding in the seams or keyboard of your Chromebook.
 - [Amazon #1 Best Seller - Can of Compressed Air](#)

Note: NEVER spray any cleaning solution directly onto your Chromebook. You should always apply the cleaning solution to a microfiber cloth and use said cloth to apply the cleaning solution to your Chromebook. This will help to avoid liquid getting into the Chromebook and causing damage to the device.



Cleaning and Disinfection Procedure

Step 1: Power Down the Chromebook

- Press and hold the **POWER** button  on the keyboard until the screen goes black.

Step 2: Disconnect the Charging Cable

- Disconnect all other cables or peripherals that are plugged into your Chromebook.
 - Flash Drive, Mouse, USB cable
- This will allow you to access and clean every part of the Chromebook.

Step 3: Use of Compressed Air (Optional)

- When using compressed air, only give it a few short bursts and **NEVER** hold the can upside-down while using it.
- Short bursts will help to get large pieces of dirt or dust out of your Chromebooks keyboard or ports.

Step 4: Disinfectant Wipe or Solution

- Use the disinfectant wipe or apply a small amount of rubbing alcohol solution (see in summary above) to a microfiber 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 pressure since you could damage the screen.

Step 5: Let The Chromebook Dry

- The drying time should be less then five minutes
- Once the Chromebook is dry you can use a dry microfiber cloth to buff the screen and remove any haze that may be left from the disinfection process.

Conclusion

Although this How-To is geared towards the prevention of the novel coronavirus, the cleaning and disinfecting techniques described can be used to generally clean and disinfect all electronic devices, like other shared laptops, tablets, smartphones, or smartwatches at school or home. The same process can be used for external peripherals such as wired and bluetooth mice and keyboards.

