



MCKEESPORT AREA
School District

1:1 Technology Cleaning Guide

An important part of taking care of your electronic device is knowing how to clean and disinfect the device when it becomes necessary. Dust, fingerprints, and debris can build up on the device over time. Periodic cleaning help ensures that the device will function properly and will be pleasant for the student to use. While these steps are specific to Chromebooks, and iPads many of them can be used for other devices such as phones, tablets, laptops, and desktop PCs.

What do you need to clean and disinfect your device?

- ❖ Make sure to use bleach-free disinfecting wipes (Clorox or Lysol brand Disinfecting Wipes (Yellow container)), a solution made of 40% rubbing alcohol and 60 percent distilled water mixed in a spray bottle or a small amount of warm water sprayed on a lint free cloth.
- ❖ A non-toxic, general purpose cleaner such as the ready to use formulation of “Simple Green” all-purpose cleaner sprayed on a lint free cloth can also be used for the screen, outside casing, and the Gumdrop bumper case.
- ❖ Microfiber cloths or lint free soft cleaning cloths.
- ❖ Specialized electronic cleaning clothes are also available and can be used. Use these as directed by the manufacturer’s instructions.
- ❖ Lastly, a can of compressed air, this is optional but a good option to remove dirt or dust from ports and other hard to reach areas.
 - **Note:** If using compressed air short sweeping bursts are the most effective. Long sustained bursts of compressed air should be avoided.

Precautions to be aware of.

- ❖ Never use harsh cleaning supplies such as undiluted bleach directly on electronics as they can damage screens and other components of a device.
- ❖ Never spray any cleaning solution directly onto a Chromebook or any electronic device. You should always apply the cleaning or disinfecting solution on a microfiber or lint free cloth and then apply it.
- ❖ Lastly, if you are using a bleach-free disinfecting wipe or cloth with a solution on it, be sure to wring it out before wiping down a device. We want to disinfect the electronic device not damage it.

Cleaning and Disinfecting your Chromebook or electronic device.

- ❖ Power down the Chromebook or device.
- ❖ Disconnect any cables or peripherals that are plugged into your device. Including the Gumdrops bumper case. This helps cleaning all parts of your device.
- ❖ If you have the optional compressed air, this is a good time to go over the device with the air can and remove any crumbs or dust from the device and its ports. (When using compressed air, make sure to use short bursts and never turn the can upside-down as this could result in skin irritation and damage your device)
- ❖ Use the disinfectant wipe or apply a small amount of rubbing alcohol/distilled water 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.
- ❖ Once everything is dry, you can use a new, dry microfiber to buff the screen to remove any haze that might be left behind on the display from the disinfecting process.

The cleaning techniques described above can be used as a general cleaning and disinfecting guideline for all personal or in-class electronic devices throughout the school year.