



# Loyal School District

## *Proper Care & Handling of Your Laptop*

### **Chargers**

It is your responsibility to charge your laptop each night at home. Gently connect and disconnect power cords.

Disconnect all connected cords, USB memory and any adapters before putting into your laptop bag.

Avoid bending or straining the charger's cord at sharp angles. This can damage the cord as well as the computer itself.

### **Gravity**

Try not to drop your laptop. Hinges, latches, screens all break pretty easily.

Keep your laptop away from the edges of tables and desks.

### **Liquids/Foods**

Keep liquids away from your laptop. Liquids damage the electronic components quickly and easily.

Do not eat over the top of your laptop. Crumbs fall into the cracks and can cause your machine to not work properly.

### **Keep Your Laptop Clean**

Be sure your hands are clean when using your laptop.

To clean your laptop, shut your laptop down. Use a damp, soft, linen free cloth to wipe down the computer's exterior. Avoid getting moisture into any openings. Do not spray liquid directly on the computer.

## **Heat**

Always place your laptop on a flat, stable surface.

Do not place your laptop on top of stacks of paper, blanket, upholstery or anything else that is an insulator. The bottom of your laptop is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly.

## **The Screen**

Your laptop's display is a very expensive component and physical damage to it is not covered by warranty.

No slamming the lid shut or dropping your laptop – the screen breaks easily

Nothing should be between the keyboard and the screen

Your laptop is not designed to open to a flat position - screen and hinges will break

Keep weight off the top of your laptop – will damage screen

Always keep magnetic items away from your laptop

## **Carrying Your Laptop**

Be sure to have a good grip on your laptop when moving your laptop or when it is not in the laptop bag.

Do not carry your laptop by the screen. It's best to close the screen when carrying it.

## **Authorized Users/Laptop Security**

Your laptop is checked out to you and your use only. Do not allow others to use your computer. You are responsible for damage and/or misuse.

Keep your laptop in a secure when you are not using it. Lock your laptop when are away from it.

## **Stay out of the Inside**

Under no circumstances should you attempt to open the laptop checked out to you, or remove pieces of the laptop. Touching the wrong components may not only damage the computer, it could also hurt you. Let the tech team work on the inside of your laptop.

## Getting Your Laptop Ready for School

1. Bring your laptop charged to school. Bring your power cord along with you if you need to charge it at school.
2. Backgrounds, screensavers and personalization will be school appropriate.
3. Labels – Labels put on by school staff need to be left on. Personal stickers are not allowed.
4. Laptop bags should be used for transporting your laptop.

## Frequently Asked Questions

### 1. When is it appropriate to use my computer at school?

Anytime and during class as permitted by the teacher.

### 2. What happens if my computer is lost or damaged?

Report any issues with your laptop to the tech department immediately so that your computer can be repaired or replaced.

### 3. Can administration look at my laptop?

Students and parents need to be aware that any school owned device is subject to search by school officials if the school district has a reasonable suspicion that evidence of violation of the student code of conduct is present on the device.

### 4. Will I have a chance to charge my battery during the school day?

The ability to charge your laptop will be based on an available power outlet in the classroom. The classroom teacher will determine if there is a safe/appropriate location for charging your laptop. Never leave a laptop charging in an unsupervised location.