

SOUTH ADAMS SCHOOL CORPORATION

STUDENT STANDARDS FOR PROPER LAPTOP CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned laptop. Loss or damage resulting in failure to abide by the details below may result in your full-financial responsibility. Following the standards below will lead to a laptop that will run smoothly and serve as a reliable, useful, and enjoyable tool.

Your Responsibilities

- Treat your laptop with as much care as if it were your own property.
- Bring the laptop and charged battery to school every school day.
- Keep the laptop either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. When you cannot directly monitor it, the laptop should be stored in a secure place (i.e., locked in your school locker). Examples of this include athletic events, games, practices and trips.
- Laptops left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft.
- Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave laptops in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the laptop in a car other than in a locked trunk.
- Do not let anyone use the laptop. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Abide by South Adams Acceptable Use Policy at all times and in all locations.
- Back up your data. Never consider any electronic information safe when stored on only one device. Establish a routine at home – preferably nightly. You can back up files by uploading to Goggle, create a DropBox account, or copy to a USB drive.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the Student Tech Center located in the high school library.
- Don't force anything (connections, popped-off keys, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of the South Adams Technology Department for repairs.

General Care

- Do not attempt to remove or change the physical structure of the laptop, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the laptop.
- Do not do anything to the laptop that will permanently alter it in any way. Do not use markers, stickers, pens, or anything else that would change the appearance of your laptop.
- Keep the equipment clean. Do not eat or drink while using the laptop.

Carrying the Laptop

- Always completely close the lid and wait for the laptop to enter sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and therefore the loss of all data.
- Always store the laptop in the case provided. Do not carry in over-sized book bag with textbooks.
- Do not overstuff your laptop case – extreme pressure on the laptop can cause permanent damage to the screen and other components.

Screen Care

- The laptop screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the laptop screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine where you charge your laptop nightly.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Chargers are not permitted at school. If you forget to charge your laptop, you may use the a spare laptop in each classroom or use a student pass from your handbook to have your battery charged at the tech center.