

Use and Care of Student Laptops

- Do not eat or drink while using your laptop. Liquid spilled on the laptop is not accidental damage and you will have to pay for the repairs.
- Open the laptop from the middle, not the corners of the screen. Use the magnets to gently close the laptop.
- Shut down the laptop completely at least once per day.
- Do not charge the laptop while it is in sleep mode.
- Do not charge the laptop while it is in the case.
- The laptop bag is not a book bag or back pack. No books in the laptop bag.
- Store the power adaptor properly in the bag to avoid a broken screen.
- The screen side of the laptop should be on the opposite side of the bag from the power adaptor to avoid a broken screen.
- Stickers - if you are not comfortable showing it to your parents or the principal, don't use it. You have to pay for any case damage caused by sticker glue.
- Desktop pictures – if you are not comfortable showing it to your parents or your principal, don't use it.
- Do not change your profile name.
- Do not update programs on your computer without contacting the tech department.
- You are responsible for backing up your files. Options for backing up files include:
 - Google Docs docs.google.com
 - Mozy mozy.com
 - Flash Drive
 - External Hard Drive
- Keep your computer clean. Wash your hands before using your laptop.
- Wipe the surfaces lightly with a clean soft cloth.
- Do not use water or other cleaning solutions on the MacBook.
- To keep the screen clean, do not touch it with your fingers. Never use ammonia based cleaners. Gently wipe with a lightly dampened (not wet) soft cloth.
- Only use standard size CDs and/or DVD discs with the optical drive. Never insert non-standard sized optical media into the drive because the media will get stuck inside the drive. Some commercial DVD discs are too thick for the drive and can get stuck inside the drive.
- Seniors – If your computer bag is unusable at the end of the school year, you will be required to pay for another bag.
- Leave the battery in the computer. Students must pay for any damage inside the battery space, such as missing screws or a damaged battery lock.
- Do not remove keys from your laptop. If a key accidentally comes off, contact the tech department immediately for help replacing it.
- Bag tags and computer labels are not to be removed.