

Care and Maintenance

1:1 Laptop Initiative

Student Responsibilities

- Laptops must remain free of any writing, drawing, stickers or labels
- Laptops must never be left in a car or any unsupervised area
- Students are responsible for bringing their Laptops fully charged to school each day



Cleaning The Laptop

- Clean the exterior of the Laptop by wiping it with a damp soft cloth
- Dust the screen and keyboard using a dry soft cloth
- Before cleaning equipment, disconnect it from the electrical outlet and remove battery
- Do not use liquids or aerosol cleaners



Temperature Precautions

- Do not expose the Laptop to extreme temperature, direct sunlight or ultraviolet light for extended periods of time
- Extreme heat or cold may cause damage to the Laptop
- Always bring the Laptop to room temperature prior to turning it on



Airflow

- Leave adequate clearance on all vented sides of the Laptop to prevent overheating
 - Do not restrict airflow into the product by blocking any vents or air intakes
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- Clean any air vents on the front, back and vented sides of the product
 - Lint, dust and other foreign materials can block the vents and restrict the airflow



Protecting the Display

- The display is particularly sensitive to damage if excessive pressure is placed on it
- Avoid placing anything on the Laptop that could put pressure on the display when it is closed
- Avoid touching the display with sharp objects
- Avoid placing anything on the keyboard before closing the lid



Transporting

- Laptops and power supplies should always be within the protective case when carried
- Other items should not be stored in the carrying case
- The Laptop should be turned off at the end of each day before placing it in the carrying case



General Precautions

- Food or drinks should not be next to the Laptop while it is in use
- Cords, cables and removable storage devices must be inserted carefully into the Laptop
- Students should never carry their Laptops while the screen is open
- Laptops should be shut down when not in use for an extended period of time

