

Washington Township School District One-to-One Laptop Initiative

• Tips for Caring for Your Computer •

Guidelines for Extending the Life and Effectiveness of Your Laptop

General Care

- For prolonged periods of inactivity, laptops should be shut down completely before closing the lid. This will help conserve the battery.

- Overloading the backpack or case **will damage** the laptop. Take precaution when placing the case on a flat surface. When using the laptop, keep it on a flat, solid surface which will allow air to circulate. Using a laptop while on a carpet or bed for extended periods of time can cause damage due to overheating.

- Students should avoid using their laptops while walking to avoid damage.

- Liquids, food and other debris can damage the laptop. Avoid eating or drinking while using the computer. Do not keep food or food wrappers in the laptop case. If you spill a liquid on the keyboard, turn off the laptop and flip it upside down to drain. Bring the laptop to the Tech Center as soon as possible. Do not attempt to remove the keys or keyboard to clean it yourself.

- Take extreme caution with the laptop screen. The screens are susceptible to damage from excessive pressure or weight. In particular, avoid picking up the laptop by the screen and take care, when using the touch-sensitive screen, to not use excessive force.

- Take extreme care when inserting charging cords, cables and other removeable storage devices to avoid damage to the laptop ports.

- Do not expose laptops to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the laptop.



- Labels have been applied to the laptops for ID purposes. If these labels are removed intentionally or other labels are added, the student will be issued a replacement/removal fine. Adding stickers to the laptop is considered defacing District property.

- Keep laptops away from magnets and magnetic fields, which can erase or corrupt data. This includes, but is not limited to, large speakers, amplifiers, transformers, vacuum cleaners, and older television sets.

Carrying the Laptop

- All laptops must be carried in the school-provided laptop carrying case at all times, including when moving in between classes. The case helps prevent overall damage and excessive wear. Failure to take reasonable care by neglecting to use the District-provided carrying case may result in costs regardless of insurance coverage.

- Laptops should always be shut down or placed in standby mode/hibernate mode before being placed in the carrying case in order to prevent hard drive damage. Laptops, including when in the case, are never to be thrown or dropped.

- Always close the lid before moving or carrying the laptop.

- Do not leave the laptop in a vehicle for extended periods of time or overnight.

- Carefully unplug all cords, accessories, and peripherals before moving the laptop or placing it in the case.

- Do not overload the laptop carrying case since it is likely to cause damage to the laptop. Textbooks, notebooks, binders, etc., are not to be placed in the laptop carrying case.



Never attempt to repair or reconfigure the laptop. Under no circumstances should anyone attempt to open or tamper with the internal components of the laptop. Doing so will render the District warranty void. Any and all repairs only may be performed by the WTPS IT Department.

Cleaning the Laptop

- Always disconnect the laptop from the power outlet before cleaning.
- Clean the screen with a soft, lint-free cloth, or, if necessary, use LCD approved anti-static screen cleaners or wipes. **Never use glass cleaner or any other liquid not approved for touch displays as they can damage or ruin the display.**

- Wash hands frequently when using the laptop to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

Care

- Do not pick up the laptop by the screen.
- Avoid excessive force when touching the screen with fingers or stylus. Never use pens, pencils, or any sharp instrument.
- Do not lean on top of the laptop.
- Avoid placing excessive pressure or weight on the laptop screen.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.

Security

- Never leave laptops in unsupervised areas. Unsupervised areas include, but are not limited to, cafeterias, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, and hallways. Laptops should be secured in lockers before going to class if it is in an unsecured area. In the event of a fire drill or other classroom evacuation, students should not take laptops and laptop cases with them.
- Avoid using the laptop in areas where damage or theft are likely.
- When not in use, laptops should be stored in lockers. Nothing should be placed on top of the laptop in the locker. Students are expected to take their laptops home every night, regardless of whether or not they are needed.
- Laptops should not be stored in a vehicle. If a laptop is placed in a vehicle temporarily, it must not be visible from the outside.



- During after-school events, students still are expected to maintain the security of the laptop. Students participating in sporting events will secure the laptops by locking them inside their student-assigned lockers. Unsupervised laptops will be confiscated by staff.
- Passwords never should be shared with anyone except for parents/guardians and authorized Washington Township personnel.

Power Management

- It is the student's responsibility to recharge the laptop battery so it is fully charged at the beginning of each school day. Power outlets may not be accessible in classrooms for recharging.
- Laptops should be placed in standby mode or hibernate mode if they will be used within the next 60 minutes. Otherwise, the laptop should be shut down when you are not using it to extend battery life. Hibernate mode will use less battery charge but will start back up a little slower.
- Dimming the brightness of the screen will extend the life of the battery.
- Uncharged batteries, or failure to bring the laptop to class, will not be an acceptable excuse for late or incomplete work or inability to participate in class activities or complete assessments. Loaner chargers are not available.
- It is recommended that students carry their chargers (AC Adapters) to school in case there is a need and opportunity to recharge the laptop in a classroom. The availability and opportunity to recharge laptops during the course of the school day is not guaranteed.
- Be careful not to cause a tripping hazard when plugging in the laptop.

Sound

- Sound will be muted at all times at school unless permission is granted. Headphones can be used in class with the expressed permission from the teacher.

Printing

- Students are to print documents and assignments at home if possible. Students who are not able to print at home may print in the Media Center before school, after school, and during their lunch period. They also may print to the dedicated student printers in the cafeteria during their assigned lunch period.