

DEVICE CARE

General Care Tips for Your Device

- The device should be stored in its case or on its side standing up.
- Never overpack or pile books or other objects on top of your device
- Never leave your device unattended.
- Keep food and drinks away from your device.
- ONLY use a lint-free microfiber or soft cotton cloth to clean your computer screen.
- Bathroom tissues or paper towels may scratch your screen.
- NEVER spray any cleaning chemicals directly on your device as they may cause damage.
- Keep your device charged.
- Keep track of your charger and keep it in the case when not in use.
- Never travel with your laptop open when moving, keep your device in the case.
- Take extra precautions to protect your device when it rains by preventing your case from becoming soaked.
- If someone ever threatens you for your device, give it to them and tell a staff member as soon as possible.
- Shut down your device when not in use.
- Plug and unplug cords from your device carefully; never pull or tug on the cord itself.
- Do not place stickers or graffiti anywhere on the device.
- Do not place your device on an uneven surface where it might fall.
- Do not remove the protective case.
- Do not hold your device by the screen.
- Before closing the laptop lid, make sure nothing is on the keyboard.
- Close the lid of your device gently to prevent damage to the screen and camera.
- Do not expose your device to excessive heat or cold (do not leave it in a car or on the bus).
- Do not remove district labels from your device.

Care in the Classroom

- Always follow directions given by your teacher about using your device.
- Keep the device in the center of the desk - not on the edge.
- Secure the device before standing up.
- Never place your device on the floor.
- Ensure that your charging cable does not create a “tripping” hazard.

Care at Home

- All school rules apply for the home use of your device.
- Keep your device and charging cord away from pets, extreme heat or cold, food, drinks, and small children.
- Designate a safe location (off of the floor) where your device can be stored and charged each evening.