

## STANDARDS FOR PROPER COMPUTER CARE CADET 1:1 LEARNING INITIATIVE

This document is an important addendum to the *Laptop Loan and Acceptable Use Agreement*. Read it carefully as all students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic *Apple User's Guide* that comes with the laptop. Following Apple's advice and the standards below will lead to a Computer that will run smoothly and serve as a reliable, useful and enjoyable learning tool.

### **Student Responsibilities:**

- a) Treat the Computer with as much care as if it were personally owned property.
- b) Bring the Computer and charging unit to school during every school day. (Substitutes will NOT be provided if they are forgotten.)
- c) Keep the Computer either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer stored in a secure place (i.e., locked in a hallway locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Computer in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags, 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 considered as gross negligence, and will be your full financial responsibility.
- c) Avoid using the Computer in situations that are conducive to loss or damage. For example, never leave Computers 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 Computer in a car other than in a locked trunk. ***Avoid leaving the Computer in environments that are excessively hot, cold, moist, or dusty.***
- d) Do not let anyone use the Computer other than your Parents. Loss or damage that occurs when anyone else is using your assigned Computer will be your full responsibility.
- e) Adhere to the District's *Laptop Loan and Acceptable Use Agreement* at all times and in all locations. When in doubt about acceptable use, ask the High School Teacher Librarian, Director of Technology or High School Principal.
- f) Back up data frequently. Never consider any electronic information safe when stored on only one device.
- g) Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- a) Promptly report any problems to the High School Principal or the Director of Technology.
- b) Don't force anything (e.g., connections, popped off keys, DVD/CDs). Seek help instead.
- c) Ask for help whenever in doubt.

### **General Care**

- a) Do not attempt to remove or change the physical structure of the Computer, 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.

- b) Do not remove or interfere with the serial number or any identification placed on the Computer.
- c) Do not do anything to the Computer, bag, or charger that will permanently alter them in any way. Stickers may be used on the outside of the Computer lid if they are not applied through the use of a sticky adhesive and are easily and completely removable without leaving any residue or marks.
- d) Keep the equipment clean. For example, don't eat or drink while using the Computer.

### **Carrying the Computer**

- a) Always completely close the lid and wait for the Computer to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard drive and therefore the loss of all data. Sleep mode is sufficient – there is little reason to actually shut down the laptop other than on an airplane or during extended days of inactivity.
- b) Always store the Computer in the laptop bag provided. Note: Do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the Computer other than the Computer itself as this may damage the screen.
- c) It is recommended that the laptop bag is NOT carried inside your normal school backpack. Extreme pressure on the laptop can cause permanent damage to the screen and other components.
- d) Do not grab and squeeze the Computer, as this can damage the screen and other components.
- e) Never move the Computer while a CD or DVD is actively being used.

### **Screen Care**

The Computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- a) Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- b) Clean the screen with a soft, dry antistatic cloth or with a screen cleaner designed specifically for LCD type screens.
- c) 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, thus resulting in a charge of over \$800 to the family.

### **DVD/CDRW (if available)**

- a) Never force a disc into the slot. This can cause permanent damage and voids the warranty.
- b) Keep discs clean and store in a cover to prevent dust from entering the Computer. Always remove CDs and DVDs when they are not in use – this preserves battery life.
- c) Avoid using CDs or DVDs unless the Computer is connected to a power source with the charging unit – CD/DVD use dramatically lowers battery life.

### **Battery Life and Charging**

- a) Fully charge your battery before coming to school each day. Establish a routine at home whereby each evening you leave your Computer charging overnight.
- b) Avoid using the charger in any situation where you, or another, are likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.

c) Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

**Personal Health and Safety**

a) Avoid extended use of the Computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap based computing while connected to the power adapter, as this will significantly increase heat production.

b) Avoid long uninterrupted periods of repetitive tasks - such as typing and use of the track pad.

Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye level and keyboard at lap level.

c) Read the safety warnings included in the Apple User Guide.