

## General Use and Care of the Laptop

- ❖ Students are expected to treat their laptops with care and respect. Students should not deface the laptop or its carrying case in any way. This includes, but is not limited to, marking or marring any surface of the MacBook and its case. Stickers or any other decorative markings are prohibited.
- ❖ Always 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.
- ❖ When moving between classes, the computer should be in sleep mode and placed in its carrying case. The case should be zipped.
- ❖ Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
- ❖ Computers should be protected from the weather, water or other liquid or food. Students should not eat or drink while using their laptop or use their laptop near others who are eating and drinking.
- ❖ Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments or sports equipment. Pressure or squeezing can damage the screen and other components.
- ❖ Computers should not be placed on or under soft items, such as pillow, chairs or sofa cushions. This will cause the computer to overheat and may result in damage to the computer.
- ❖ Computers should be charged only in locations where the power cord is not strung across a pathway where the computer might be pulled off the desk.
- ❖ To maximize battery life, do not leave it constantly charging. Charge to 100%, disconnect from the charger and then use until you see the "low battery" warning. Repeat.
- ❖ Do not touch the computer screen with anything other than the approved screen cleaners; a KlearScreen brand cleaning kit is available upon request from members of the Technology team.