

Laptop Care and Usage Guide.

Notebooks are the property of the school district and are provided as an aide to students and they are responsible for the general care of the device. Notebooks that are broken or fail to work properly must be taken to the Technology Team as soon as possible..

General Expectations

No food or drink is allowed next to your notebook while it is in use.

Cords, cables, and removable storage devices must be inserted carefully into the notebook.

Students should never carry their notebooks while the screen is open, unless directed to do so by a teacher.

Notebooks should never be carried by the edge of the screen

Notebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Central City Community School District.

No existing labels should be defaced or removed.

Notebooks must never be left in a car or any unsupervised area; notebooks should never be exposed to excessive cold or heat.

Students are responsible for keeping their notebook battery charged for school each day.

Carrying Notebooks

The backpacks provided with the notebooks have sufficient padding to protect the notebook from normal treatment and provide a suitable means for carrying the computer within the school.

Notebook should always be within the school-provided protective case when carried or a backpack/case that has been approved by administration.

Avoid placing too much pressure and weight on the notebook screen because these items can scratch and damage these machines.

No textbooks should be placed in the notebook bags

Protecting Screens

Notebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Do not lean on the top of the notebook when it is closed.

Do not place anything near the notebook that could put pressure on the screen or place anything in the carrying case that will press against the cover.

Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

Clean the screen with a soft, dry cloth or anti-static cloth.

Disciplinary action may be incurred by the student for not taking reasonable steps to protect the school-issued notebook both in school and off school premises. Discipline will be at the discretion of the administration and the school districts discipline policy and may include fees and loss of usage of the device.