



Laptop Dos and Don'ts

Do:

- Use only the laptop that the school assigned to you.
- Walk slowly and carefully when carrying the laptop when out of it's case.
- Always handle the laptop carefully; do not drop it or treat it in a rough manner.
- Place the laptop securely on the desk and not hanging over the edge of the desk or on a crack between two desks.
- Make sure your hands are clean and dry before using the laptop.
- Touch the laptop gently.
- Save your documents in the appropriate location.
- Only one person should have their hands on the laptop at one time.
- Keep all food, drinks, pencils, pens, etc. away from the laptop.
- Follow the School's Laptop User Charter when using the laptop, even if you do not have permission to take one home.
- Return laptop to it's carry bag when not in use.
- Report any problems to your teacher.

Don't:

- Do NOT touch the laptop screen with anything except your clean fingers.
- Do NOT use the laptop near liquids.
- Do NOT eat or drink while using the laptop.
- Do NOT attempt to change the settings on the laptop.
- Do NOT leave the laptop unattended

Consequences:

- Any student not following the procedures may lose their laptop privileges.