



CARING FOR YOUR LAPTOP

- Don't use technology devices on soft surfaces (e.g. sofa, bed or carpet) because it can restrict airflow and cause overheating.
- Avoid dropping or bumping technology devices.
- Don't place technology devices in areas that may get very hot.
- Don't get technology devices wet, even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow all instructions given by staff.
- Login correctly and logoff when finished.
- Always shut down computers through the 'Start – Shutdown' mechanism.
- Always package, carry and store technology devices in appropriate and secure carry cases for transporting.
- Don't place objects on top of your laptop and never carry it around while it is turned on.
- Avoid exposing your laptop computer to direct sunlight or sources of heat such as desk lamps; dust, dirt, rain, liquids or moisture; heavy shock or vibration

Handling your laptop computer

- Try to avoid moving your laptop around when it is on. Before switching on, gently place your laptop on a stable surface and then switch on.
- You still need to be careful with your laptop while it is in the bag. Do not drop the bag from your shoulder. Always place the laptop bag gently down.
- Be careful when putting the laptop in the car that no other items are on top of it and nothing will roll onto the laptop bag.
- Laptops should be switched off before being placed into the bag.

Packing away your laptop computer

- Always store your laptop bottom down and with the LCD facing away from the front of the backpack.
- Do not wrap the cord too tightly around the power adapter or the cord will become damaged.

Care of laptop computer bag

- The bag should be fully zipped up before being carried
- The bag should be fully unzipped before removing the laptop to avoid non-warranty bag damage.

LCD screen

- LCD screens are delicate - they don't like being poked, prodded, pushed or slammed. Never pick up your laptop by its screen. Don't slam the screen closed and always be gentle when putting your laptop down.
- To clean your LCD screen:
 - Switch off your laptop computer.
 - Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion.
 - Do not directly apply water or cleaner to the screen.
 - Avoid applying pressure to the screen.

AC adapter

- Connect your adapter only to your laptop computer.
- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas.
- When unplugging the power cord, pull on the plug itself, rather than the cord.
- Do not wrap your cord tightly around the adapter box.

Battery pack

- Once a week fully flatten your batteries. Then re-charge the batteries fully. This will extend the life of your battery cells.
- Do not tamper with the connections.

Keyboard

- Gently brush your keyboard with a clean soft bristled paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your laptop to Technicians to be repaired immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

Case cleaning

- Wipe with a dampened non-abrasive cloth. Do not spray any cleaners directly on to the casing.
- Gently rub your laptop casing with the moistened cloth to remove any dirty marks.

Security

- Report any technology device fault or suspected virus activity to the nearest staff member.
- Undertake virus scans of computers after home usage and prior to reconnecting to the school's ICT network.
- Make regular backups of your saved work.
- Keep your login and password confidential.
- Don't tamper either physically or electronically with either hardware or software settings.
- Don't attempt or undertake any malicious behaviour towards the School's ICT resources.
- Don't attempt to make unauthorised access to ICT resources or entities.
- Don't have food or drink near the technology device.
- A good idea is to attach a fairly large name tag in a bright colour to the case or bag so it is easy to identify. Remember, over the life of the program this laptop may not be with the same student the whole time, and it may need to be returned for servicing at any time.

Software

- Don't copy any software from the school's ICT network or system.
- All technology equipment should only have operating systems loaded that are compliant with departmental standards.
- Keep your virus check software up-to-date. If your virus check software detects virus activity then carefully follow the instructions for removal and advise the nearest staff member. If unsure, quarantine your computer and disks and immediately consult with the IT staff.

- Always adhere to licensing and copying agreements.
- Never use technology devices to engage in illegal activity, including violation of copyright or other contracts.

Batteries

- Don't use incompatible computer batteries and chargers.
- Computer batteries can get hot during use. Do not use your computer on your lap.
- Have fully charged battery/batteries at the start of each school day. All charging should be undertaken at home, as the school will not have the infrastructure or resources available to charge batteries for every student.
- Don't permit a loose battery to come in contact with metal objects, such as coins, keys or jewellery.
- Don't crush, puncture or put a high degree of pressure on the battery as this can cause an internal short-circuit, resulting in overheating.
- Don't get your battery wet, even though it will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
- Follow battery usage, storage and charging guidelines found in the computer's user guide.

Wet weather

- Particular care needs to be taken during wet weather, whether at school or while travelling to/from school or at home
- Never drop your bag into a puddle, leave it out in the rain or where water might run, or have it otherwise unprotected from rain – if your school bag gets wet, your laptop might also.