



# ● ● ● | Basic Computer Care

An Isaac Bear Publication

Borrowing a computer or any technology from Isaac Bear is a privilege not a right. Please make every effort to take care of the computer that has been loaned to you.

While computer issues will come up, the actions outlined in this booklet should help avoid the majority of the computer issues that occur at Isaac Bear.



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## NHCS Acceptable Use Policy

*At the beginning of your 9th grade year, all students and their parents signed an Acceptable Use Policy with New Hanover County Schools. This also applies to UNCW as well. Here are some of the key clauses that you should know that you have agreed to.*

**Online Responsibilities**—The goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objectives of the New Hanover County School system.

**Privileges**—The use of the network/Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege.

**Network Etiquette**—All students are expected to abide by the New Hanover County Board of Education Policy 8410 Policies, Rules, and Procedures Relative to Student Discipline in New Hanover County Schools.

- Accessing, producing, posting, sending, or displaying material that is offensive in nature is prohibited. This includes but is not limited to obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggested language or images, including images of exposed body parts. This also includes weaponry.
- Harassing, insulting, or attacking others.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including vandalism and the creation, upgrading, or disseminating of computer viruses.
- Violating copyright laws. All communications and information accessible via the network are private property unless otherwise stated.
- Attempting to gain unauthorized access to the New Hanover County School systems network.

- Posting false, defamatory, or demeaning information about a person or organization, or engaging in any acts of cyber bullying.
- Accessing chat rooms unless assigned by a teacher/administrator for a valid educational purpose.

Sanction—Violations of any of the above provisions may result in access being suspended and/or future access being denied.

### **Acceptable Use of Personally Owned Devices**

- NHCS reserves the right to monitor, confiscate, inspect, copy, review and restrict a personally owned device when a teacher and administration has a reasonable suspicion that a violation has occurred.
- NHCS employees shall not install software or apps on personally owned devices nor shall they attempt to repair personally owned devices.
- NHCS shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought to school.

#### **Bring Your Own Device—Acceptable Use Policy**

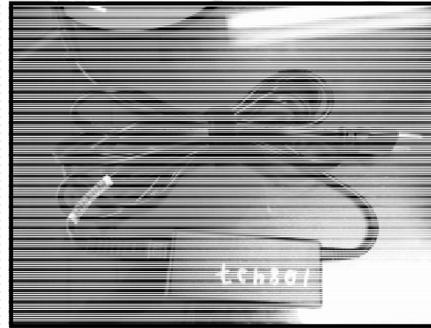
- Students shall take full responsibility for their device and keep it with them at all times.
- Students are responsible for the proper care of their personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated board policies, administrative procedures, school rules or has engaged in other misconduct while using the device.

*\*\*Please note that page two and three have sections of the NHCS Acceptable Use Policy and BYOD and it is not in its entirety. If you would like to have a copy of the NHCS Acceptable Use Policy and the BYOD please go to the front office and they will be more than happy to help you. It can also be viewed at [nhcs.net](http://nhcs.net)\*\**



## Wrap Charger Loosely

*Wrapping the charger tightly can cause separation of the cord from the brick as well as bending and breaking of the wires. When the wires break and become exposed from the sheathing it can spark and shock you.*



Here is an example of a loosely wrapped charger.

## Open Screen From Middle of Laptop

*According to the vendors, closing the laptop from one side or the other causes added pressure on the hinges and eventually causes the loosening and breaking of the hardware*

Nope, not quite!



Yes! Open the computer from the middle!



## Do Not Hold Laptop from Screen

*This is obvious, it causes pressure spots on the LCDs and added pressure on the hinges. Do not touch the screen, ever.*

Yes!



NO!

## Do Not Put Heavy Things on Top of Laptop

*Again, this is obvious; it causes pressure spots on the screens and can cause the LCD to spider (break).*



Papers and pens are ok to have on top of your laptop. They're light.



Don't put bricks on your laptop. Or textbooks. Or anything that has weight to it.



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## Use a Laptop Case

*This not only adds padding but also protects the computer from scratches and gouges.*



Covered and protected!



Laptop cases protect computers and do not make good rugs.

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## Do Not Leave Charger Plugged in While Laptop is Laid on its Side or is in Bookbag

*If the plug is knocked or bent, it can loosen and break the charging port or charger.*



Yes! Remember to wrap cord loosely.



Nope! Don't do this!



## Clean Every Couple of Weeks with Clorox Wipes

*Computers can be gross. They harbor germs and grime, and the oils from your fingers build up over time. Use a Clorox wipe every couple of weeks to clean the keyboard and case of the computer. Do not clean the screen with Clorox wipes.*



A clean laptop is a happy laptop.

## Do Not Draw on Laptop, No Stickers

*Don't doodle on your laptop with pen, sharpie, crayon, pencil; **anything**. Don't put stickers on your laptop.*

**THEY DON'T BELONG TO YOU!**





## Don't Leave Open Liquids Around Laptop

*Condensation and other amounts of liquid can cause all kinds of damage to the internals on a computer, and syrups from drinks are acidic and cause corrosion. This can also cause the LCD colors to run.*



Caps on drinks are your friend!

Water and electronics don't have a good relationship.



## Don't Set Laptop on Floor or Chair Where it Can Be Stepped/Sat On

Place laptops on flat surfaces that you don't sit/stand on



*Self Explanatory.....*



Don't do this!!!



## Don't Let Others Borrow Your Laptop or Charger

*If you let someone borrow your laptop or charger and they are not turned in or someone gives you back the wrong one, YOU WILL be charged. No excuses!*



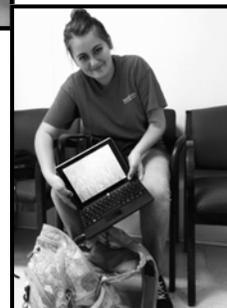
In this case, sharing is not caring.

## Turn Computer Off Before Placing it in Bag

*The computers can overheat. This can cause the adhesive on the LCD to come disconnected and can cause fan and hard drive failures. Do NOT leave left on in your bag for long periods of time.*



Yes!



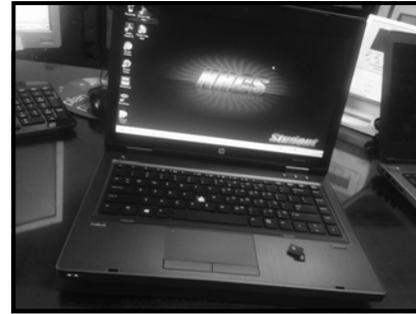
No!



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**Leave Keys on Keyboards, They're more Useful that Way. Do not Disassemble Computer in Any Way.**

*If there is a hardware problem, please see Mr. Barber*



Seriously, it slows down your typing.

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**If something is not functioning on your laptop....**

- 1) Restart it**
- 2) Turn Wi-Fi off and back on**
- 3) See Mr. Barber (Chad) or Ms. Julian if he is not present.**

**\*Do not let computer die completely, it can reset the BIOS and cause bootlooping.**

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## Computer and Online Etiquette

- 1) Only use the computer/internet during class time if it is required for the class and only use it for the schoolwork assigned.
- 2) No instant messaging from any website or platform on any school computer or network.
- 3) No downloading programs/videos/music/etc.
- 4) If you wouldn't want your grandma/parents/Dr. Sullivan/teacher to see it and ask you to explain it, don't do it.
- 5) Once it's on the internet, it's there forever.
- 6) Do not, under any circumstance, from any location boot a computer from a flashdrive, cd, or any other bootable device.
- 7) If it is plugged into the computer or any device on our network... it's mine (aka Ms. Julian's). By law, I have the authority to confiscate and access at any time.
- 8) Back up your files!!!! It is not our responsibility to ensure your work is saved. Should something happen to your computers you will lose all your work and Isaac Bear is not liable.

- 9) Use your USB drive as your main point of saving files and your Student Drive on the network as the backup. If you need assistance with this, see Ms. Julian
- 10) Do not wait until the last minute (i.e. testing time) to report a computer related issue, the sooner, the better!
- 11) Respect the computers, loaners are not fun!

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By signing this, I agree to these rules and understand proper computer use. I will report any issues in a timely manner. I understand I am responsible for any damage intentionally caused or any items lost or stolen.

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Student Signature

Date

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Parent Signature

Date

# Notes/Comments

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