

## STUDENT LAPTOP CARE GUIDE (LCG)

### Please read this entire section carefully.

This document is an important addendum to the Laptop User Agreement and the Acceptable Use Policy. "Device" refers to all hardware and software including but not limited to: laptop, power adapter, etc.

### 1. YOUR RESPONSIBILITIES

- 1.1. Student-issued devices are for use solely by the students to whom they were issued. Treat this device with as much care as your own property.
- 1.2. Bring the device to school every day with a fully charged battery. If you forget your device, a loaner device will be available. In the case of a low battery later in the day, please find an appropriate charging location.
- 1.3. Keep your device attended (within your sight) at all times or in a secure location.
- 1.4. Avoid leaving your device unattended in public areas.
- 1.5. Do not let anyone use the device other than yourself and a parent or guardian.
- 1.6. Adhere to policies outlined in the *Laptop User Agreement* and the *Responsible Use Policy*.
- 1.7. Store all school related and important documents in your Briarcrest provided Google Drive account. If you choose to backup your computer to an external drive, it is a good idea to backup at least on a weekly basis.

### 2. HANDLING TECHNICAL PROBLEMS:

- 2.1. Should anything go wrong with your computer try restarting it, as this solves many issues that may come up.
- 2.2. If you have an issue that you are unable to resolve, please contact BCS Tech Support. You can email [techsupport@briarcrest.com](mailto:techsupport@briarcrest.com), stop by the Tech Support/IT office in Sparks chapel, or find help in the Middle or High School library during various times of the school day.
- 2.3. Should a problem arise after school hours or on the weekend, first email [techsupport@briarcrest.com](mailto:techsupport@briarcrest.com). A number may also be made available for students and parents to contact Apple for 24/7 support with Apple related software issues in the event help is needed on nights or weekends.

### 3. GENERAL CARE

- 3.1. Do not remove or change the physical structure of the device.
- 3.2. Do not remove or damage any identification labels that are on the device. If an identification label is damaged or comes off, please get it replaced by Tech Support.
- 3.3. Do not apply stickers, skins, or additional labels directly to the device.
- 3.4. Do not eat or drink while using the device and be sure to wash dirty hands before using the device.
- 3.5. If you need to clean the device, shut the device down and then use a lint-free cloth and dampen it slightly with water. iKlear or similar products are acceptable for cleaning screens and surfaces.

### 4. HANDLING

- 4.1. Always completely close the lid of the device and wait for the device to go to sleep. Do not carry the device with the screen open or by holding the screen.
- 4.2. Shutdown your device if you will not be using it for a day or more.
- 4.3. It is highly recommended to keep your device in a protective case. Do not over stuff your bag. The pressure can damage the screen of the device.
- 4.4. Never leave any objects on the keyboard. Items like pens and pencils that are left on the keyboard will damage the screen if the lid is closed to the device.

### 5. POWER MANAGEMENT

- 5.1. Plug your power adapter into the wall outlet first before connecting the other end to your laptop.
- 5.2. A battery takes between 2 and 3 hours to fully charge. The battery in the laptop can last up to 12 hours with careful use.
- 5.3. Check the battery level indicator in the menu bar for the status of the battery.
- 5.4. Battery conservation tips:
  - 5.4.1. Close the lid of the laptop and allow it to enter sleep mode when not in use.
  - 5.4.2. Reduce the brightness of the screen.
  - 5.4.3. Minimize processor intensive operations such as video editing, etc.
  - 5.4.4. Disconnect USB or other external devices when not in use.
- 5.5. Do not let the battery completely drain as this could shorten the life of the battery.

5.6. Arrive every day with a fully charged battery. Establish a routine at home where each night the battery is recharged.

**6. PERSONAL HEALTH AND SAFETY**

- 6.1. Avoid extended use of the device resting directly on your lap. The laptop can generate significant heat that can cause injury.
- 6.2. Avoid using the device for extensive amounts of time. Take frequent breaks and alter your physical position to minimize discomfort.

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By signing the Student Laptop Acknowledgement Form, you indicate that you have read this document and agree to its stated conditions.