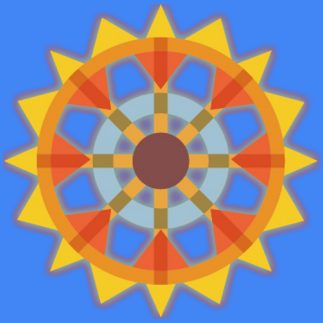




Laptop Care

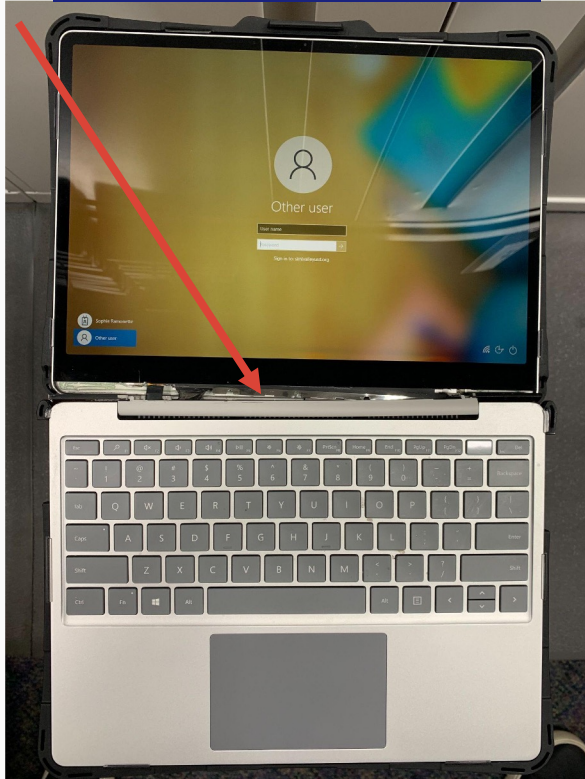
Simi Valley USD

Dos, Don'ts and other helpful information



Damaged Laptops

Broken Hinge



Scrapes due to not using case



Screen Damage



Monitor “Bend Back”



This is as far back as the monitors can bend. They do not fold over like the old Chromebooks. Bending them further will break the hinge. **DO NOT BEND IT BEYOND THIS AMOUNT!**

Protective Cases



ALWAYS keep the case on the computer to help protect the laptop from damage. Any damage incurred while case is off will be considered willful damage.



The protective cases are used to protect the laptop from scratches and breakage

NO STICKERS



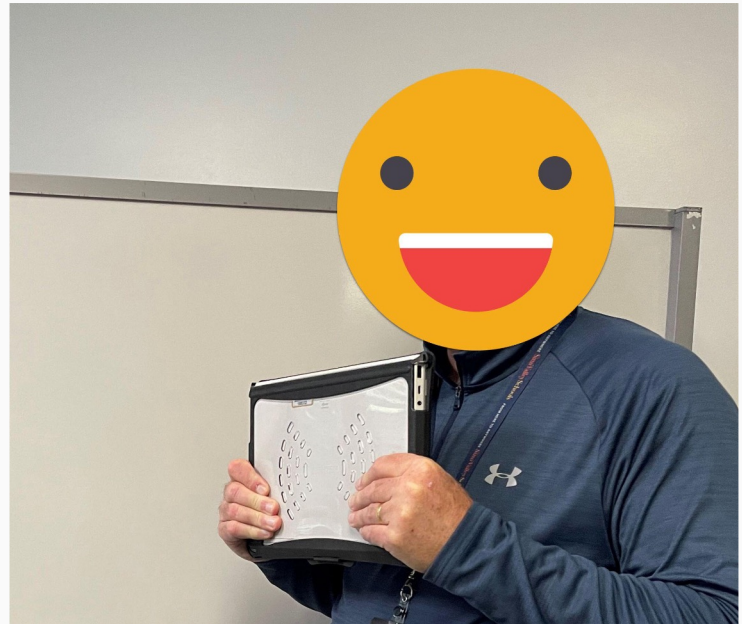
Placing **stickers** on laptops is not allowed and is an inappropriate use of the district-owned device.

How to Carry Your Laptop



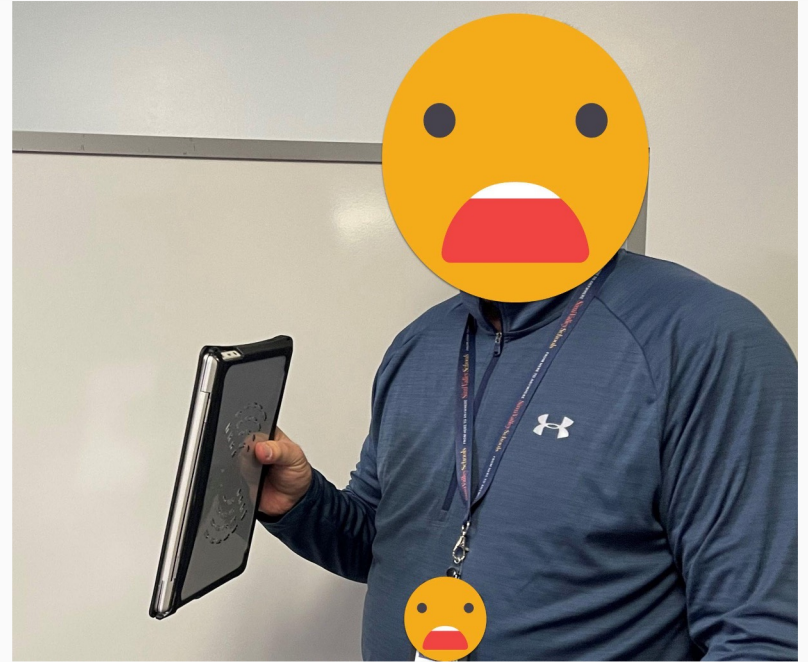
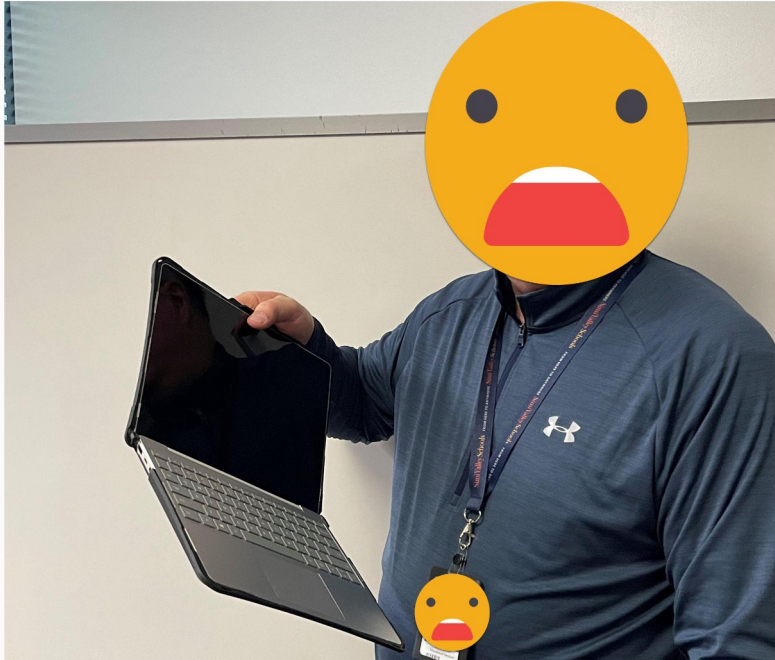
ALWAYS carry the laptop with two hands.

ALWAYS close the laptop lid when carrying it.



How **NOT** to Carry Your Laptop

NEVER open the laptop lid when carrying it.



NEVER carry the laptop with ONE hand.

INSURANCE

The deadline for current students to enroll in the Protection Plan for district issued devices is **September 30, 2023.**

SCHOOL DEVICE COVERAGE

Now offering  **PayPal CREDIT**



Simi Valley Unified School District

Protect Your School Device!



Covering Accidental Damage, Loss and Theft.

Unlimited Claims, Full Transferability, with No Deductibles and No Hidden Fees!



Sign Up Online Now at <https://schooldevicecoverage.com/>

Student Device Insurance Coverage August 10, 2023 - August 9, 2024

Microsoft Surface Laptop	Cost of insurance	OR	Replacement cost without insurance
	\$55.00 Unlimited Claims, 0 Deductibles		\$650.00 Replacement Cost

*Does not cover accessories, unless specified. In order to take advantage of this opportunity, coverage must be purchased within 30 days of receiving your device. Credit card payments are subject to a 4% processing fee. **Coverage excludes known damage/issues which are present at the time of purchase.

Simi Valley Unified School District

Student Name:	School:		
Grade Level:	Parent Name:		
Mailing Address:	City:	State:	Zip:
Home Phone:	Cell Phone:		
Email (Mandatory): (Policy Documents are emailed)	*Unit Serial Number:		
Date:	Signature:		

Sign Up & Buy Online:

<https://schooldevicecoverage.com/signup>

Call/Questions:

1.888.978.3515

Mail a check with this form to:

School Device Coverage
3390 Auto Mall Drive
Westlake Village, CA 91362

- Checks need to be payable to: School Device Coverage
- Payments cannot be made over the phone

Simple Claims Process:

Go to <https://schooldevicecoverage.com/claim> to log into your account and file a claim.

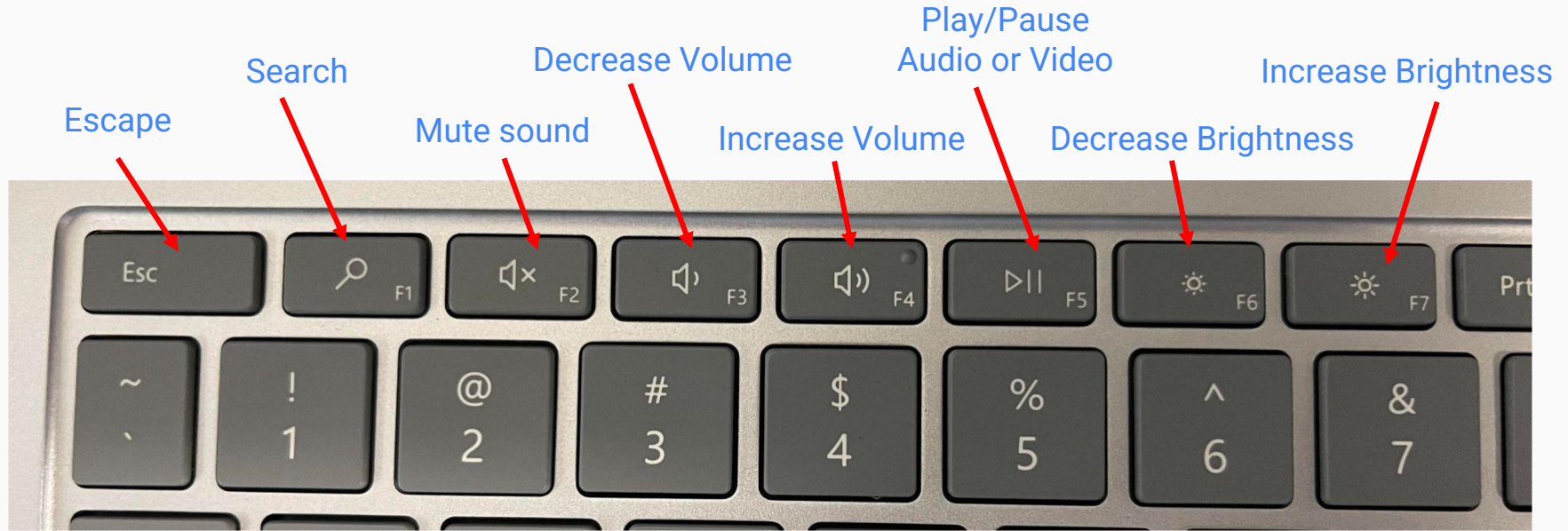
WILLFUL DAMAGE

Willful damage is defined as any deliberate action that causes harm to a district-owned electronic device, including but not limited to physical destruction, intentional software manipulation, or any other improper use or handling of the device that renders the device inoperable or significantly reduces its functionality.

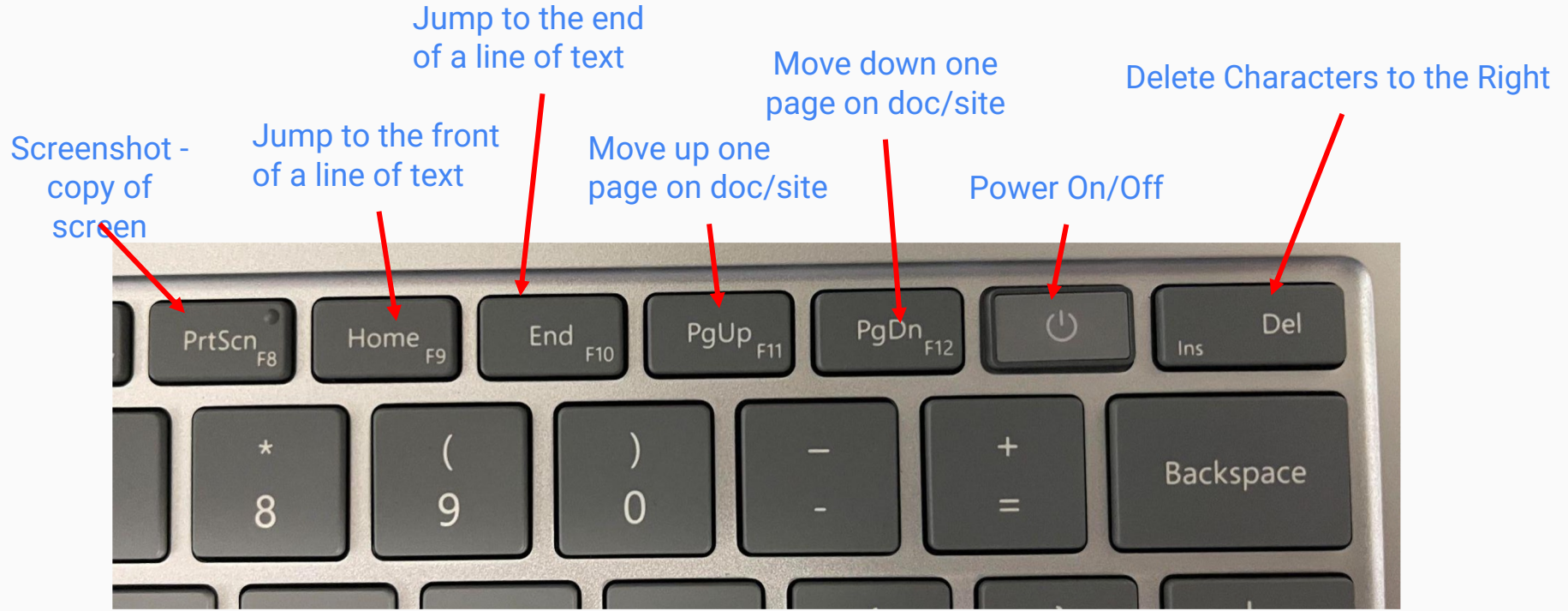
Improper handling of the device is outlined below.

- Removing Protective Case
- Improper Storage
- Improper Handling
- Liquid Damage
- Placement of Stickers

Top Row Function Keys



Top Row Function Keys

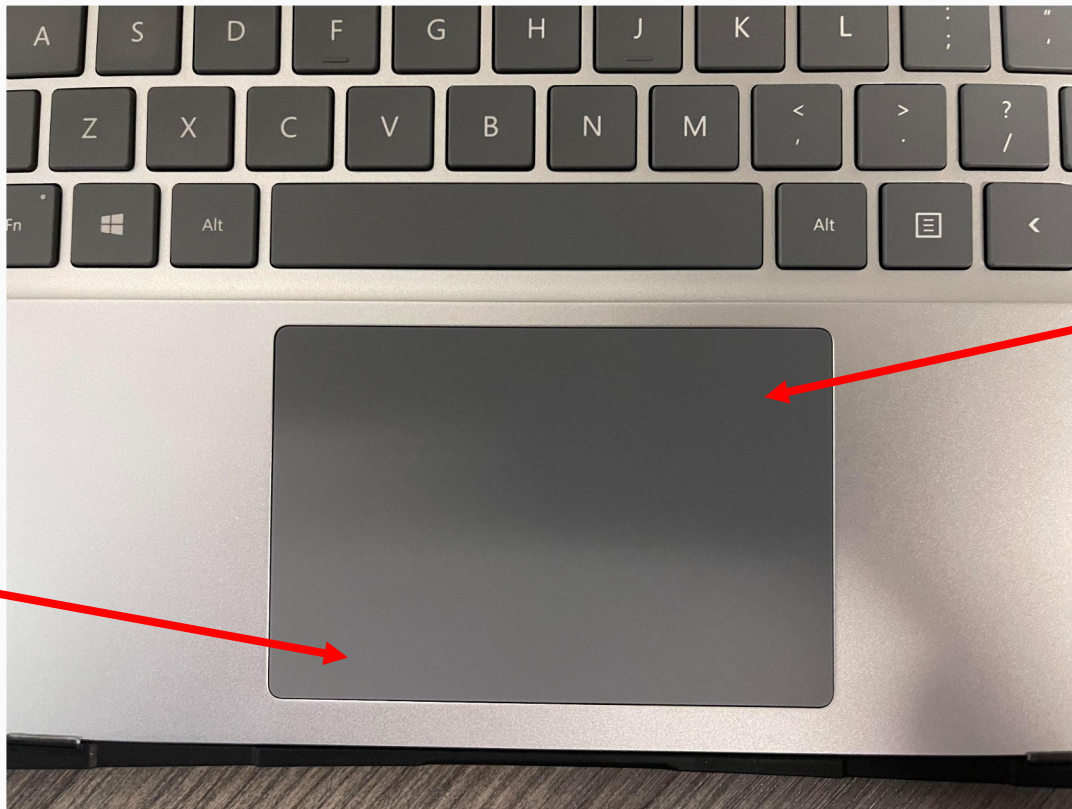


Touchpad

This is the more common usage of clicking on the touchpad

LEFT-
click

Use this side to click on links or other objects



Many people incorrectly click on the right side because they are right-handed

RIGHT-
click

Use this side to click on an object to show a menu

Laptop Ports



USB-A

USB-C

Headphone

If you believe one of these ports is broken, **DO NOT TRY TO FIX IT YOURSELF!** Submit a work order instead.



Charging