Laptop Care
Simi Valley USD

Dos, Don’ts and other helpful information
Damaged Laptops

- Broken Hinge
- Scratches 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!**
The protective cases are used to protect the laptop from scratches and breakage.

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

- Escape
- Search
- Mute sound
- Decrease Volume
- Increase Volume
- Play/Pause Audio or Video
- Decrease Brightness
- Increase Brightness
This is the more common usage of clicking on the touchpad.

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

**LEFT-click**
Use this side to click on links or other objects.

**RIGHT-click**
Use this side to click on an object to show a menu.
Laptop Ports

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