



Student Device Care

FCS Student Issued Devices

- Fulton County student issued devices are being provided to support a personalized approach to learning.
- Students are expected to keep their device in good working order by accepting responsibility for the device and making safe choices while using the device.
- Students will be accountable for any loss or damage to their FCS device and their FCS device charger.



A Message from FCS



Welcome to Your Device

All Woodland students have...



Regardless of the device brand, basic care is the same and the operating system for all devices is Windows 10.

Device Maintenance - Everyday

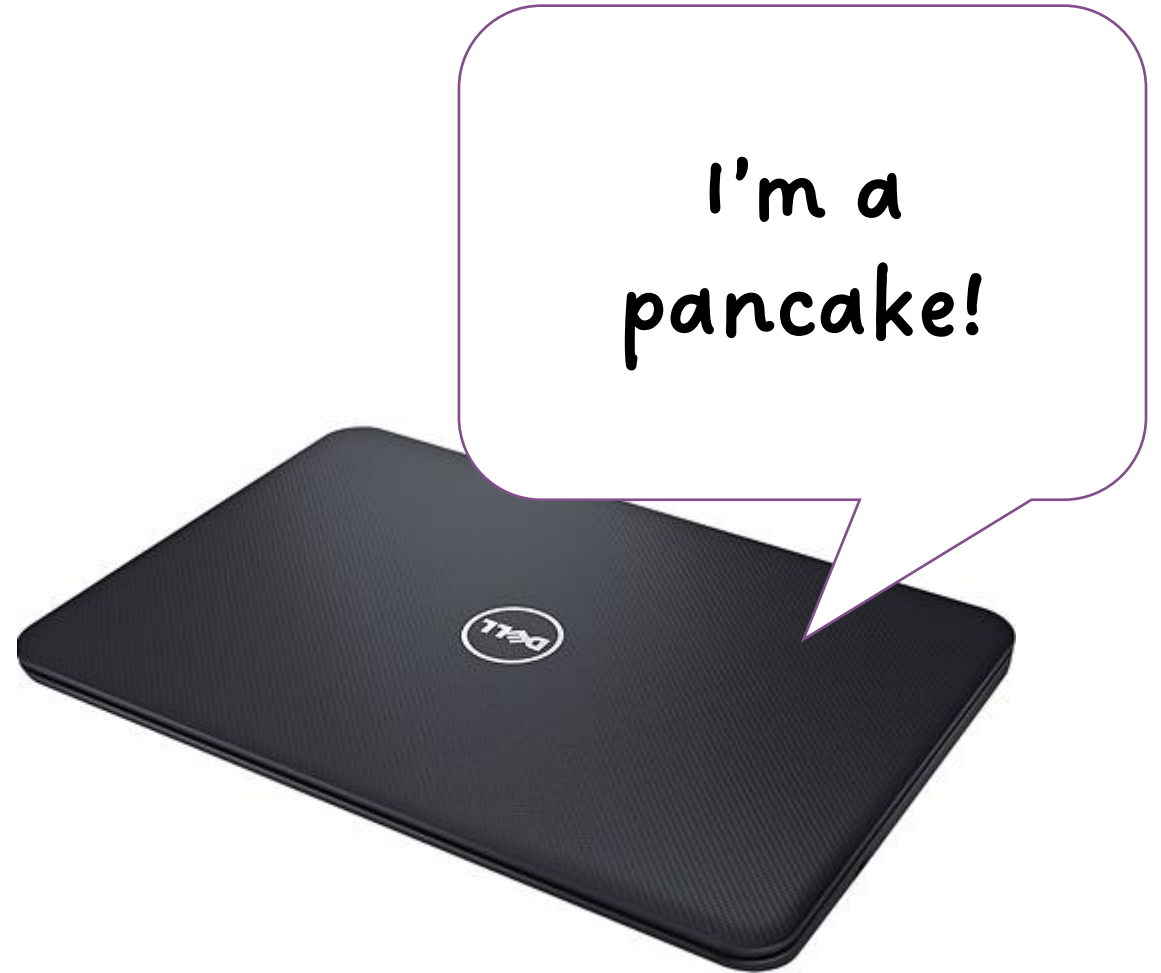
Everyday...

- Close all internet tabs when you're finished for the day
- Close all programs when you're finished for the day
- Delete any items from your recycling bin or desktop that you don't need
- Clean device with a soft cloth
- **Shutdown the device the proper way**
- **Place device back in cart and connect charger to device charging port**



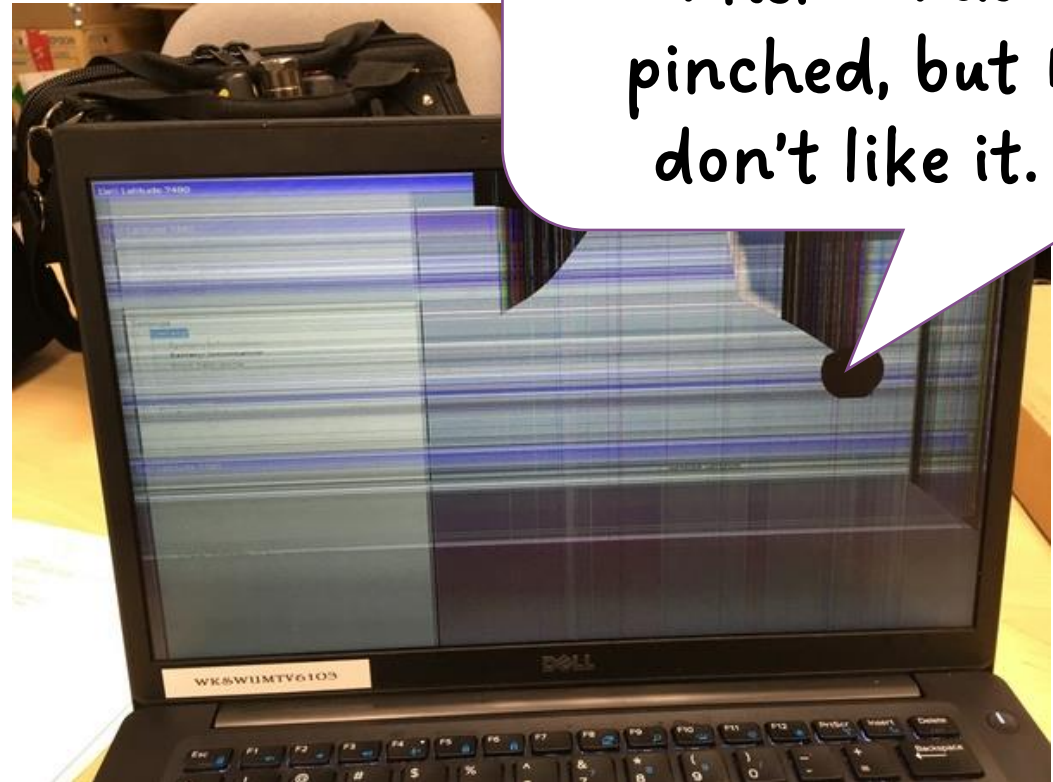
Carrying Your Device

If you need to carry your device somewhere, it's best to close the top first and then transport it.



Carrying Your Device by the Base

If you do move your device with the screen up, hold it by the base. The screen does not like being pinched.



I may have been a bit overdramatic when I was pinched, but I don't like it.

Devices and Water means TRAGEDY

Electronics HATE water, juice, milk, Gatorade, pretty much any liquid of any sort, so it's best to keep liquids away from your device.

I thought I would like swimming.
Turns out, I can't swim.



Devices and Food means NASTY

Electronics HATE
crumbs, and the Tech
Support Team hates
touching nasty
laptops.

Well, this is
stressful and
just plain
gross.



Caring for Your Charger

Chargers are super sensitive. They don't like being tugged and pulled while in the cart and especially hate being jammed into the power charging port.

Hi. I'm Charger,
and I'm super
sensitive.



Inserting Device Attachments

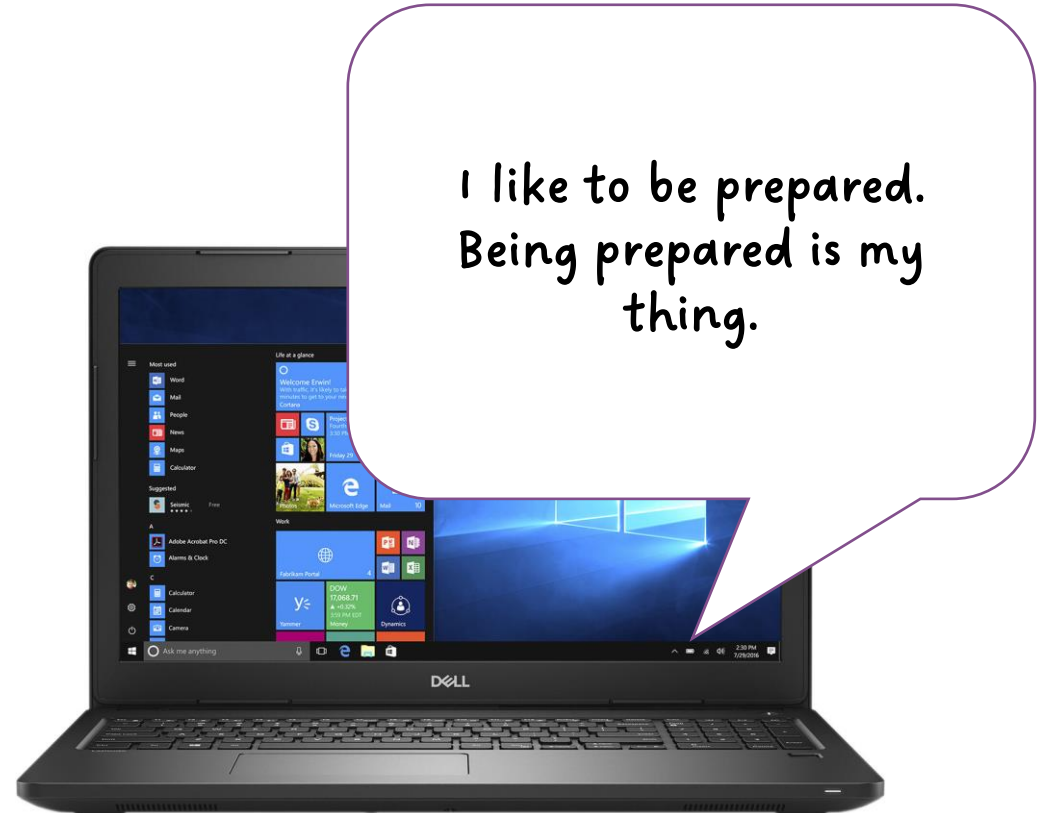
The ports and jacks (plug in spots) on devices are fragile, so be gentle when plugging and removing USB connectors, headphones, and power charger.

Hi. We are the device ports, and we are even more sensitive than your charger.



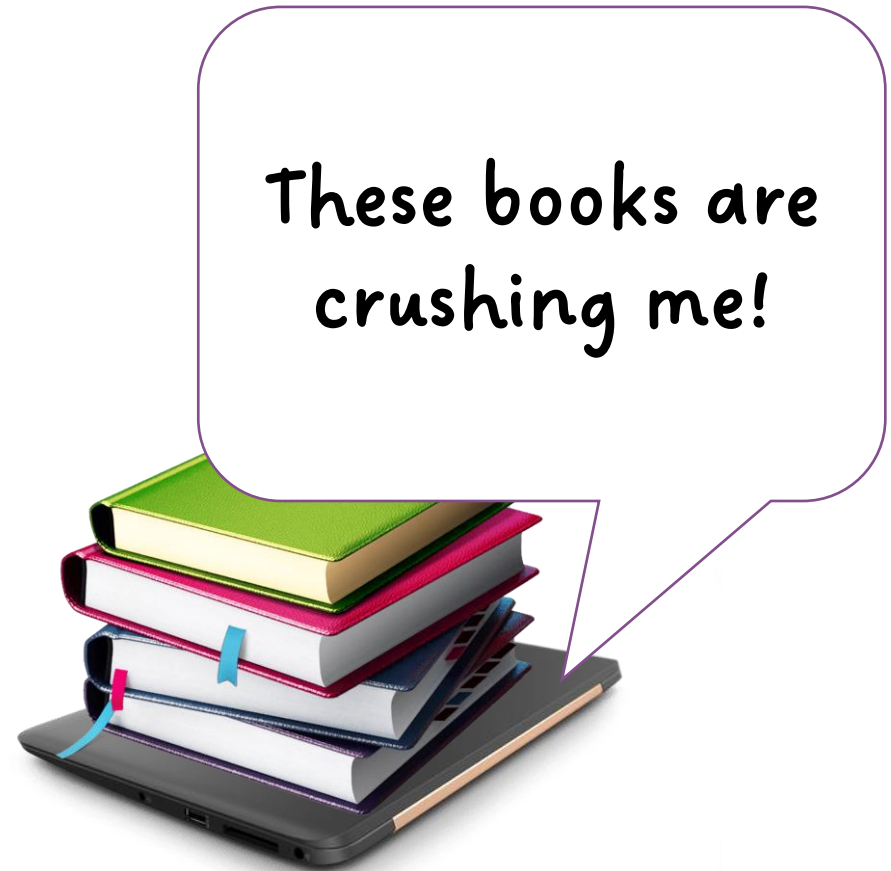
Charge It Up

Your laptop likes to have a full battery when it's time to get to work, so be sure to put it in the cart and **PLUG IT IN.**



Heavy Weight

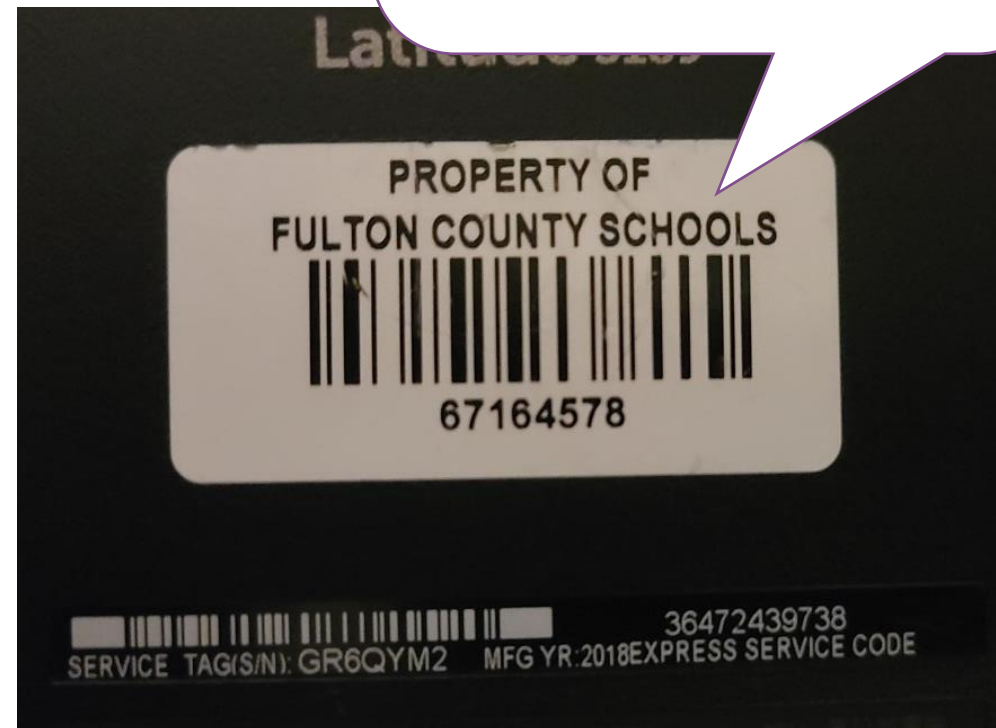
Laptops are not as sturdy as you might think, so keep heavy books and objects off your laptop.



FCS Barcode

Each device has an FCS Property Control barcode and a serial number barcode. These barcodes need to stay on the device.

No touchy. I like my barcodes.



Personalized but Not like That

These devices are on loan to you from Fulton County, so they don't belong to you. Because the device belongs to FCS, stickers and personalized screensavers / backgrounds are a "nope".

I am uncomfortable.



Beware the Stolen Device

Devices need to be supervised because sometimes they grow legs and walk away (aka someone might steal it).

Ahhhhh! Help!
You're not my
person!



Unattended = Lockscreen

If you walk away from your computer, always pull up the lockscreen. To pull up the lockscreen hold down the

Windows icon + L key
at the same time.

Lockscreens
protect me from
intruders.



Check Before Closing the Top

Sometimes, things like pencils or cords can get pinched between the screen and the keyboard and break the hinges. Check your device to make sure nothing is in the way when putting the top down.

I'll hold your pencil,
but please move it
before you close me
up.



Keep It Clean

The more a device is used, the more germs, smudge marks, and icky spots a device can get. Wipe your device with a soft cloth on a regular basis. If you use a disinfectant wipe, make sure the wipe has been wrung out before wiping down your device.

I want to be so fresh and so clean, clean!



Accidents Happen

We understand accidents can happen and devices can be broken or stolen, but we need you to do everything in your power to prevent unnecessary loss or damage. Please see the list of fines below:

- Lost/Stolen Devices = a fine of \$260
- Damaged Devices (intentional or unintentional) = a fine of \$105
- Lost/Damaged Charger = a fine \$32



When an Accident Happens

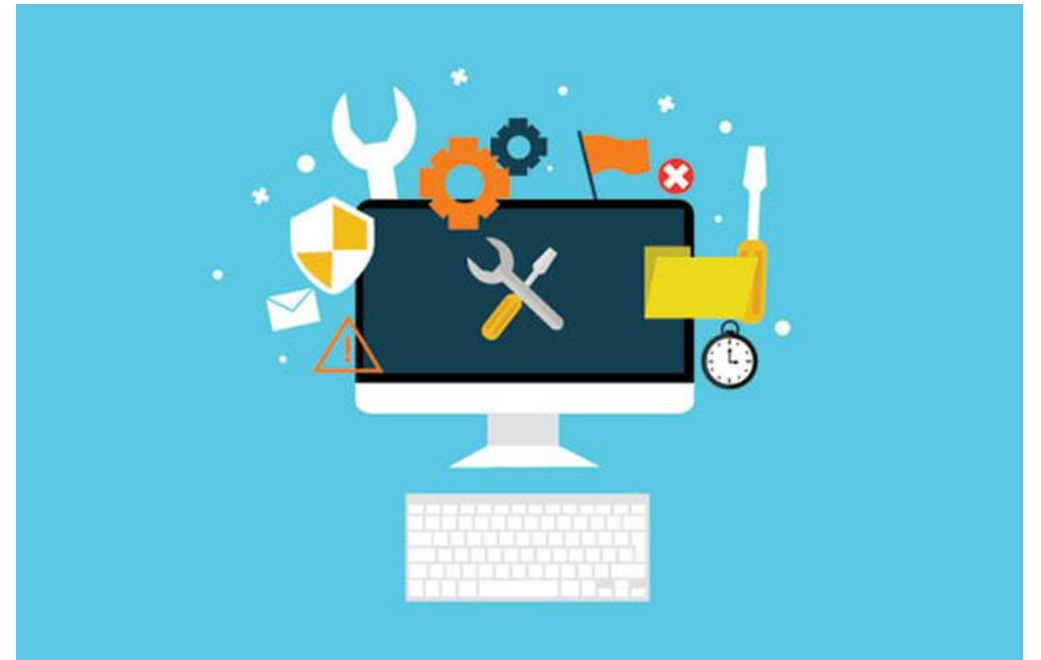
If an accident happens (lost laptop, broken screen, water damage), please bring it to the media center to fill out a ticket as soon as possible. They will need to take your device to assess the damage and request any necessary fines. They will also be the ones to submit a request to IT, so you can receive a new laptop.



When Your Device Stops Working - Troubleshoot

Before submitting a help ticket in the media center, you will need to do some basic troubleshooting.

- Did you restart your computer multiple times?
- Did you close out all your tabs?
- Did you check to make sure it's charged?



When Your Device Stops Working

If you've done some basic troubleshooting and your device still doesn't work, you will need to submit a help ticket in the media center.

1. Bring your device to the media center, but **DO NOT** interrupt Ms. Altidor or Ms. Porter
2. Fill out the Device Help Ticket
3. Slide ticket inside device
4. Place device with ticket in the red crate and go back to class

Ms. Altidor or Ms. Porter will either repair your device or swap the device as soon as they can. The device will be delivered to you when ready.



Please Be Patient

Ms. Altidor and Ms. Porter will work to repair or replace your device as soon as possible; however, there may be instances when you will need to wait a few days for a new device.

That's why it's best to take care of your current device.



