

Technology Best Practices

GENERAL CARE OF LAPTOPS/CHROMEBOOKS



1. The laptop should be used on a flat solid surface. Never pile things on top of laptop. Please DO NOT put **ANYTHING** on top of it.
2. Turn the laptop off when not in use-do not put it in sleep or standby mode.
3. Do not hold the laptop by the screen or screen frame. Close the lid of the laptop before walking with the laptop.
4. Don't touch the screen with pens or anything that can scratch the surface.
5. Never eat or drink over or near the laptop. Food and beverages (waters, sodas, juices, etc. should be at least two (2) feet from laptop.
6. Protect the laptop from extreme heat or cold, small children, pets, etc. Laptops can overheat more easily than a desktop computer can. You shouldn't set one on a blanket, pillow or other non-flat surfaces that could prevent enough ventilation.
7. You should NOT put a laptop close to appliances that generate a strong magnetic field, such as televisions, large speakers and even some high-tech refrigerators. You should even avoid putting your cellphone on top of your laptop while both are on.
8. Keep the laptop clean and free of stickers or other decorations.
9. Do not leave the laptop in a vehicle.
10. Use only approved internet sites. Never download anything without teacher permission. Do Not change the settings.

