ASL Standards for Proper Laptop Care • 2026-27

This document is an important addendum to the *Laptop Computer Use Agreement*. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect the computer.

Following the standards below will lead to a computer that will run smoothly and serve as a reliable, useful, and enjoyable tool.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the laptop to school **fully charged** every school day.
- Never leave your laptop unattended. Unattended equipment, if stolen — even at school, may be your full financial responsibility.
- Close the lid of the computer before you walk away from it. A password will then be required the next time it's opened; this protects your data from being accessed by others without your permission.
- Avoid use in situations that are conducive to loss or damage. Avoid storing the computer in a car other than in a locked trunk.
- Do not let anyone use the computer other than your parents. Loss or damage that occurs when anyone else is using your assigned computer will be your full responsibility.
- Adhere to ASL's *Laptop Computer Use Agreement* and *Responsible Use Agreement* at all times and in all locations. When in doubt about responsible use, ask your advisor or the MS Technology Coordinator.
- Back up your data. Never consider any electronic information safe when stored on only one device. You are expected to backup all files to the cloud using Google's Backup and Sync app.
- Read and follow general maintenance alerts from school technology personnel.
- Of special note, the ASL Tech staff will not backup and restore files for the student. If a machine needs to be re-imaged, these files will be erased and it will be the responsibility of the student to restore these files from their own backup.

How to handle problems

- Promptly report any problems to the MS Laptop Coordinator.
- Do not force anything (e.g., connections, popped-off keys, etc.)—seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the computer, such as the keyboard keys. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer by ASL.
- Do not do anything to the computer that will permanently alter it in any way, such as placing stickers or drawing on the laptop surface. The computers must be returned in their original condition. Any alterations will be charged to the family.

- Keep the equipment clean.

- Do not eat or drink while using the computer.

Carrying the Computer

- **NEVER** pick the laptop up by the screen when open, as this damages the hinge and will eventually cause the screen to flop back when open. Furthermore, carrying the computer with the lid open increases the chances that a drop of the computer will cause damage that will require the computer to be sent out for repair.

- Always completely close the lid before moving it, even for short distances.

- Always keep the computer in the laptop case provided (even when using the laptop at home). Note: do not store anything (e.g., cords or papers) in the area within the laptop case designed for the computer other than the computer itself.

- Do not swing, grab, or press down on the laptop, as this can damage the screen and other components.

- When transporting the laptop to and from ASL, make certain it is inside of a backpack.

Screen Care

The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc).

- Never leave any object on the keyboard. Pens, pencils, or headphones left on the keyboard are guaranteed to crack the screen when the lid is closed.

Battery Life and Charging

- **Arrive to school each day with a fully charged battery**. Establish a routine at home whereby each evening you leave your computer charging overnight.

- Best practice is to restart your laptop once a week; if you are experiencing problems with your laptop, restarting it should be one of the first things you should try.

- Avoid using the charger in any situation where you or another is likely to trip over the cord.

- Only use Apple chargers.