



STANDARDS FOR PROPER NETBOOK CARE

This document is an important addendum to the *Student Laptop Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Netbook.

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

Read the electronic manual that comes with the laptop. Following HP's advice and the standards below will lead to a Netbook that will run smoothly and serve as a reliable, useful, and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the Netbook every day. If you forget to charge your battery, exchanges can be made on a first come first serve basis.
- Keep the Netbook either locked (i.e., locked in your school locker, home, or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Netbook stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Netbook in your school locker and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Netbooks in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Netbook in a car other than in a locked trunk.
- Do not let anyone use the Netbook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Netbook will be your full responsibility.
- Adhere to EVSC School's Netbook Use Policy at all times and in all locations. When in doubt about acceptable use, ask the Building Technology Coordinator, eLearning Coach, Assistant Principal, or the Chief Technology Officer.
- Back up your data. Never consider any electronic information safe when stored on only one device. The school will provide a network back-up location within the EVSC network. You can also back up time-sensitive, large, image-based files to a pen/flash drive.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the school eLearning Coach or Technology Coordinator.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of EVSC for repairs.

General Care

- Do not attempt to remove or change the physical structure of the Netbook, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement.
- Do not do anything to the Netbook that will permanently alter it in any way. (You can apply stickers so long as they are completely removable).
- Keep the equipment clean. For example, do not eat or drink while using the Netbook.
- Avoid leaving the Netbook in extreme hot or cold environments.

Carrying the Netbook

- Always completely close the lid and wait for the Netbook to enter Sleep mode before moving it, even for short distances. Movement while the Netbook is on can result in permanent damage to the hard-drive and therefore the loss of all data. Always perform a shut down before leaving school in order for a data backup to the network drive to occur.
- Always store the Netbook in the sleeve provided or in another certified laptop case.
- We recommend that you carry the laptop bag inside your normal school backpack. The “vertical sleeve” style laptop case was chosen expressly for this purpose. Simply slide the Netbook in and out while leaving the case within the school pack. Do not overstuff your pack – extreme pressure on the laptop can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Netbook, as this can damage the screen and other components.

Screen Care

- The Netbook screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost over \$400 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Netbook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Netbook screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are very likely to crack the screen when the lid is closed, thus resulting in a charge of over \$400 to the family.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home each evening whereby you recharge your Netbook.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Netbook when it is not in use, in order to save battery life and protect the screen.

Personal Health and Safety

- Do not use your laptop while riding on mass transit or in other highly public spaces. Although extremely rare, there have been incidences of theft, especially when an escape route for the thief is immediately available.
- Avoid extended use of the Netbook resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.
- Read the safety warnings included in the HP user guide.