

Guidelines for Proper Laptop 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 laptop. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the electronic manual that comes on the laptop. Following Apple's advice and the standards below will lead to a laptop 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 laptop to school with the battery fully charged each day. There is a charging station in the tech center. We will not provide substitute computers in the case of uncharged batteries.
- ✓ Keep the laptop 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 laptop stored in a secure place when you cannot directly monitor it. Note: Laptops left in unattended bags or in unlocked classrooms are considered "unsecured" and may be confiscated by school personnel as a protection against theft.
- ✓ Avoid use in situations that are conducive to loss or damage. For example, never leave laptop in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing laptop in a vehicle other than in a locked trunk. Extreme temperatures may damage the laptop.
- ✓ Do not let anyone use the laptop other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- ✓ Never share passwords. Never use your password to help someone else log-on to the Internet or their computer.
- ✓ Adhere to the Blake's Laptop Use Agreement. When in doubt about acceptable use, ask someone within the upper school Information Service department or one of the school's Deans.
- ✓ Back up your data. Never consider any electronic information safe when stored on only one device. Establish a routine at home – preferably nightly. You can back up time-sensitive, large, media-based files using the built-in DVD/CD drive, flash drives, or external hard drive. Blank DVD/CDs are available at the school bookstore.
- ✓ Read and follow general maintenance alerts from the Information Service department personnel.

How to Handle Problems

- ✓ Promptly report any problems to the upper school Information Services staff or the Director of Information Support Services.
- ✓ Don't force anything (e.g. plugs, DVD/CDs). Seek help instead.
- ✓ When in doubt, ask for help.

General Care

- ✓ Do not remove or change the physical structure of the laptop, including the keys, any screws, screen cover or plastic casing. 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 decals placed on the laptop.
- ✓ Please do not leave your laptop in extreme heat or cold. (e.g. a hot, unventilated car).
- ✓ Do not do anything to the laptop that will permanently alter it in any way. Note: Stickers, if they are completely removable (clings), may be applied.
- ✓ Keep the laptop clean. Do not eat or drink while using the laptop and washing hands is highly recommended before using the laptop.
- ✓ If you need to clean the case or keyboard, first unplug the power, any cables and shutdown laptop. Dampen a soft, lint free cloth with glass cleaner. Avoid getting moisture in any openings. DO NOT spray anything directly on the laptop.

Best Practices with the Power Adapter

- ✓ Always plug and unplug from the computer before plugging and unplugging from the power outlet.
- ✓ Always check with Blake technicians before attempting to use the power adapter in non-USA power outlets.

Battery management and care –

- ✓ A battery takes between 2 and 3 hours to fully charge. The battery in the laptop can power the laptop for up to 10 hours with careful use.
- ✓ There is no external battery indicator on MacBooks. Check battery level indicator on the menu bar of the finder. You can customize the indicator to give you time or percentage remaining.

- ✓ Arrive every day with a fully charged battery. Establish a routine at home where each night the battery is recharged.
- ✓ Avoid using the charger where you or another is likely to trip over the cord.
- ✓ Don't let the battery completely drain. Never store a drained battery for an extended period. Apple suggests 50% battery charge for extended storage.
- ✓ Battery conservation tips
 1. Close the lid of the laptop when it is not in use, in order to save battery life and protect the screen. The laptop wakes up very rapidly.
 2. Disconnect USB devices such as a mouse, keyboard, or external storage when not in use.
 3. Remove CD and DVDs when not in use.
 4. Reduce screen brightness to a comfortable level.
 5. Turn off Bluetooth and Airport wireless when not needed.
 6. Avoid battery intensive uses such as video viewing and flash games unrelated to academic work for maximum battery life.

Carrying the Computer

- ✓ Completely close the lid and wait for the laptop to enter sleep mode before moving it, even for short distances. Movement while the laptop is on can result in permanent damage to the hard-drive and therefore the possible loss of data.
- ✓ Sleep mode is acceptable when carrying the computer. There is little reason to shutdown the laptop other than on an airplane or during several days of inactivity. Restart your computer if it is acting strangely.
- ✓ Always store the laptop in the school provided sleeve. Note: do not store anything in the area within the laptop case other than the laptop itself as this will damage the screen (e.g. cords, papers or flash drives)
- ✓ Always place the laptop sleeve inside your normal school backpack. Do not overstuff your pack as extreme pressure on the laptop can cause permanent damage to the screen and other components.
- ✓ Always place laptop in bag when carrying short and long distances.
- ✓ Never move the laptop while a CD or DVD is actively being used.

Screen Care

- ✓ Take proper care of the screen, as they are fragile. The warranty does not cover broken screens; they are expensive to replace. Screens are particularly sensitive to damage from excessive pressure. Do not touch the screen with anything (your finger, pen, pencil, etc) other than screen cleaner.
- ✓ If the display should need cleaning, be extremely gentle. Shut down the laptop and unplug the power. Use a gentle glass cleaner and a soft cloth to clean the screen and keyboard. Spray cleaner on the cloth, not the laptop, as liquid damage will occur.
- ✓ Never leave any object on the keyboard. Pens or pencils left on the keyboard will crack the screen and damage the hinge when the lid is closed, thus resulting in an expensive repair cost to the family.

DVD/CD (Optical Drive)

- ✓ Never force a disc into the drive slot. This will likely cause permanent damage and voids the warranty on that system.
- ✓ Keep discs clean and store them in a cover to prevent dust from entering the laptop.
- ✓ Never use discs with thick labels or unusual size discs, as they will stick in the drive, necessitating a repair.
- ✓ Watching DVD video from battery power will discharge the battery rapidly.

Personal Health and Safety

- ✓ Avoid extended use of the laptop resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Place something between your lap and the laptop to insulate you from excessive heat.
- ✓ Avoid lap-based laptop use 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 and alter your physical position 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 lap-level.
- ✓ Read the safety warnings included in the Apple user guide.

Please retain this document for your records.