Student Laptop Care

Labeling
- Attach something unique to the carrying case (to prevent another student from taking the laptop by mistake, since the cases look the same).
- Label all parts of the laptop with your name and put a sticky address label in the following places:
  - Bottom of computer
  - Both parts of the power cord

Safety/Care
- Be cautious about leaving the laptop unattended anywhere that there is a chance it could easily be knocked onto the floor, sat on, or stepped on.
- Know that dropping, jostling, or bumping will cause damage to the hard drive. Students should treat the laptop with care!
- Do not place drinks next to the computer. One accidental spill onto the keyboard will damage it, probably beyond repair.
- Always hold the laptop by the bottom (keyboard half), never the screen. Use two hands.
- Do not store the laptop where it is very cold or warm.

Screen/Body of Laptop
- Do not scratch or push on the screen.
- Never close the lid on a pencil or pen left on the keyboard (could crack the screen).
- Don't slam the lid down (might damage the screen or hinges).
- Always transport the laptop in a padded carry case.
- Stickers on the screen leave a residue that can cause permanent damage.
- Clean the screen with a lint-free cloth; you can use a small amount of window cleaner on the cloth.

Electrical Cord
- Be careful when removing the power cord. Yanking it out of laptop from afar will cause damage.
- Do not wrap the cord tightly around itself. Instead, loosely wrap it in a figure eight pattern.
- Never turn the laptop over when it is plugged in. This could break the adapter plug at the back of the machine.
- **Do not share cords with your friends**. Different laptop batteries use different watts and **could damage your battery or laptop**.

Important!
- Downloaded software and screensavers often cause conflicts and use valuable memory. Remember that the laptop is a tool for learning. By keeping it free of unnecessary software, processing will be quicker and more efficient. Downloading games on your laptop is **not recommended**, as they often use much of the memory and hard drive space which could slow down computer performance.
- **Virus / Spyware / Malware** The Internet may be a place of learning, but it can also be a place to bring in unwanted or malicious software. There are many different types of viruses and malware that can bring your computing to a halt. Please be cautious when web browsing or downloading. Always visit reputable sites. Be sure to have not only anti-virus software installed, but anti-malware as well such as SuperAntiSpyware which can be found at www.superantispyware.com