

# North Union Local Schools

## Taking Care of Your 1:1 Device (Laptop/ Netbook)

### Cleaning

- Use only a clean, soft cloth to clean the screen of the device. Do not use cleansers of any type –no window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive material.

### Daily Use

- Students are responsible for bringing a charged device to school every day.
- Devices can be damaged by rough or inappropriate handling.
- Always handle the device with care when preparing it for use, using it, and putting it away.
- Do not carry the device in a way that increases the chance of dropping it.
- Do not leave the device sitting in a position that increases the chance of it falling.
- Do not handle the device roughly even when stored in the case (for example do not drop or throw the device in the case).
- Do not set things on top of the device.
- Do not place anything in the device case that will press on the device and possibly damage the screen.
- Do not place anything in or on the device case that can spill or leak on the case and the device inside.
- Do not “bump” the device case into anything including lockers, walls, car doors or floors.
- Do not press on the device screen with your fingers, pencils, pens, etc.
- Do not use any sharp objects with the device.
- Do not lean on or sit on the device.
- Do not use the device around food or liquids.
- Keep the power adapter wrapped neatly in the case with the device.

### Appearance

- Devices must remain free of writing, drawing, stickers, or labels that are not the property of the school.
- Devices should always be kept in their case when not in use.
- Each case and device is identifiable. Do not remove any school ID tags or labels.

### Safe Keeping

- Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- When not in your personal possession, the device should be in a secure, locked environment.
- Unattended devices that are found at school will be collected and given to the North Union Technology Department.
- Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
- Do not lend your device to another person. Each device is assigned to an individual and the responsibility for the care of the device solely rests with that individual.
- Never expose a device to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a device.

### Repair

- This is an electronic device and care must be exercised when handling it.
- Do not attempt to gain access to the internal electronics or repair your device.
- If your device fails to work or is damaged, report the problem to the Technology Department as soon as possible.
- While the device is covered under warranty, the student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act.