

Brocton Central School Laptop Care and Use Guidelines

These guidelines are intended to help ensure the proper care and use of Brocton Central School(BCS)-issued laptops. This document does not list all applicable rules and may be changed from time to time. In addition to following these guidelines, students are expected to adhere to the terms of their Student / Parent Laptop Use Agreements and all applicable BCS policies and procedures. Students are also expected to use common sense and good judgment to protect their laptops both on and off campus. Failure to follow these guidelines or other applicable rules may result in disciplinary action, loss of laptop privileges, and/or financial responsibility for loss or damage.

General Guidelines

1. Although your laptop is owned by Brocton Central School, it is your responsibility. Please treat it with great care.
2. Follow all BCS policies and procedures at all times when using your laptop.
3. Do not loan your laptop or its peripherals to any other person.
4. Back up your data frequently to a USB Thumb Drive, Google Drive, Network drive, or other reliable and approved data back-up device.
5. Do not share passwords or attempt to discover others' passwords.
6. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Laptop by BCS
7. Do not tamper with computer hardware or software, attempt to override or bypass internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any network, computer, file, or program.
8. Do not use your laptop for any illegal purpose or in violation of any BCS policy or procedure.
9. Do not use your laptop to make, receive, or transmit any words, images, files, or other materials that are inappropriate in a public school setting.

10. To reduce the risk of damage, keep your laptop in the bag you have been issued by BCS at all times when the laptop is not in use.
11. Periodically review this document, your Student / Parent Laptop Agreement, and the OCS policies and procedures you were given when your laptop was issued. You are responsible for knowing and following all applicable rules and guidelines.

What if something goes wrong?

1. Do not try to fix the computer yourself. When necessary, plan to visit the Main office before school, during break or lunch, or after school to fill out a Technology repair request.

General Care

1. Do not attempt to modify your laptop in any way.
2. Do not “decorate” your laptop in any manner (e.g. stickers, markers, or paint).
3. Under no circumstances are you to open the laptop housing, as doing so may void the warranty therefore, making you responsible for any uncovered hardware failures and costs associated with repair.
4. Liquids and other debris can damage electronic equipment. Do not eat or drink while using the laptop.

Carrying the Computer

1. Always close the lid before moving your laptop.
2. Closing the lid sends the laptop into standby. To prevent permanent damage to the hard drive, you should wait for your system to enter standby before moving it.
3. For prolonged periods of inactivity, you may want to shut down completely before closing the lid. This will help to conserve battery.
4. You have been provided a bag for your laptop. You must use it for transporting the laptop. Do not overfill your bag or put items in it that may scratch or otherwise damage the laptop.
5. Always place your laptop/laptop case gently on surfaces (table, floor, ground, etc.).

Taking Care of the Screen

1. Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular avoid grasping the laptop by the screen with any force especially the top of the screen.
2. You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen unless approved in advance in writing by the Technology Department.
3. Never sit on your laptop bag or place heavy objects such as books on it. Laptop screens are easy to break and do not bend.

Maintaining your Battery

1. You are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your laptop. Plug it in for a good night's rest.
2. To conserve battery life and protect hardware, laptops should not be used on school buses or other transportation.
3. When you plug your laptop in at school, be mindful not to cause a tripping hazard.
4. Once a month it is a good idea to allow your battery to completely drain and then fully recharge.

Daily Logistics

1. You are to take your laptop home every night unless you have express permission to leave your laptop in a secure location at school.
2. At school, the laptop should be in your immediate vicinity, locked securely in your locker, or securely locked in a classroom or other secure location with a teacher's or administrator's express permission.
3. You remain responsible for the security of your laptop during after-school activities. Keep it with you or safely locked up.
4. Avoid using your laptop in areas which may lead to damage or theft.
5. Never leave your laptop in a public space.

6. Do not leave your laptop in a vehicle.
7. Do not leave your laptop in direct sun or in temperatures of 90 degrees Fahrenheit or above.
8. Do not place your laptop on the floor or in sitting areas such as couches or chairs.
9. Do not leave your laptop near any water source, such as a sink, bathtub, or pool.

For the Laptop program to be a success, we all need to be conscientious of our surroundings. If you see an “unattended” laptop, be a good citizen and take it to the main office.