



STANDARDS FOR PROPER NETBOOK CARE

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 your full-financial responsibility. Following 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 and a charged battery to school every school day. If your battery will not hold a charge, see the Building Technology Coordinator for troubleshooting.
- 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. If left in a vehicle, netbooks should be kept out of sight and the vehicle should be locked. Be aware that extreme heat or cold can damage a computer.
- 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 Agreement 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. Use your school-provided network back-up drive on a regular basis. Establish a routine at home – preferably nightly. 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 Building Tech or Elearning Coach
- Don't force anything (e.g., connections, popped-off keys,). Seek help instead.
- When in doubt, ask for help.
- Do not go outside 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 cost.
- Do not remove or interfere with the serial number or any identification placed on the netbook.
- Do not do anything to the netbook that will permanently alter it in any way.
- Keep the equipment clean. For example, do not eat or drink while using the netbook.

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. Sleep mode is sufficient – there is little reason to actually shut down the laptop other than on an airplane or during extended days of inactivity.
- Always store the netbook in the sleeve provided or in another certified case.
- We recommend that you carry the laptop bag inside your normal school pack. 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 guaranteed to crack the screen when the lid is closed, thus resulting in a charge of over \$400 for repairs or replacement.

Battery Life and Charging

- Arrive to school each day with a fully-charged battery. Establish a routine at home whereby each evening you leave your netbook charging overnight.
- Avoid using the charger in any situation where anyone 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 netbook while riding on mass transit or in other highly public spaces. There may be 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 netbook 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 touchpad). 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.