

CLEAN

- use a soft, dry cloth to clean your laptop (not a chemical or spray)
- make sure your hands are clean
- keep food and drinks away from your laptop
- do not use or store near pets

SHUT DOWN

- shut down your laptop daily
- charge it daily
- use the correct charger and insert it carefully to prevent damage

PROTECT

- do not place on the floor or walk around while using it
- leave it on a flat surface
- do not place objects on top of laptop
- never lift laptop by screen
- never leave laptop in unsupervised, unsecure area or unlocked car

HOW TO CARE FOR MY LAPTOP

AND LPPS EXPECTATIONS



NOTHING PERSONAL

- do not use for entertainment or personal usage
- no stickers, labels, writing, or drawing on laptops
- do not remove parish labels/stickers on device

CARRYING TO AND FROM SCHOOL

- carry laptop in a clean school bag
- do not store laptop with food in bag
- avoid overpacking your school bag
- protect your laptop and bag from weather
- be careful to not drop your bag with laptop in it

EXPECTATIONS

- review LPPS acceptable use technology guidelines
- keep battery fully charged each day
- bring to school daily
- immediately report if stolen or damaged
- be responsible and ethical
- return to school at end of the school year in a good working condition

LPPS ACCEPTABLE USE GUIDELINES

<http://bit.ly/lppstechpolicy>

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