



# Student Laptop Responsibilities

## At Home and at School

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|---|---|---|
| <p>Make sure the laptop is fully charged for the school each day.</p> <p>*Shut down the laptop before charging to keep the battery healthy.</p> | <p>Do not eat or drink while using your laptop.</p>   | <p>Save all schoolwork to OneDrive – so you can access it from any device.</p>                          |
| <p>A case must be always on the laptop when not in use.</p> <p>Have your charger with you each day.</p>   | <p>This is YOUR laptop for the school year. Do NOT lend it out.</p>                                     | <p>Laptops are always monitored. Only use the laptop, and hot spot, for school appropriate matters.</p> |
| <p>Damage must be reported immediately – even if the damage is accidental.</p>  | <p>Lost or stolen devices must be reported immediately, and a police incident report must be filed.</p> | <p>If the device is not working correctly contact your School Tech for repair.</p>                      |