



The Care and Cleaning of Your DISD Laptop Computer

(Student and parent must initial next to each number)



- / 1. Do not remove ANY ID labels (serial numbers or Dallas ISD asset tags) or place any stickers or marks on the laptops. The computers should look as they did when you received them.
- / 2. **Update & run a virus Scan weekly and ensure that the Windows updates are installed.**
- / 3. Never leave your laptop unattended. (See laptop violations)
- / 4. Protect the computer from the elements:
 - **Always carry your laptop in a proper laptop bag - not just a case/sleeve.**
 - Never leave your laptop in a car in extreme temperatures (heat or cold). If your laptop has been in a cold place, let it warm up to room temperature before turning it on.
 - Never leave your laptop outside.
- / 5. Do not store or use the computer in a dusty or dirty work area. Dust can cause contamination of the unit that can result in malfunction or damage.
- / 6. Use the laptop computer on a flat stable surface...if it falls it may break!
- / 7. Do not drop your laptop computer, and never pick up your laptop by its display monitor. It is as fragile as glass. Please handle with care.
- / 8. Do not place anything heavy on the laptop, like a text book. The display (monitor/screen) is made of liquid crystal (LCD). It doesn't take much to crack the screen.
- / 9. Do not touch the screen with your fingers, or with a sharp or pointed object (like your pen or pencil). The oil from your fingers can ruin the screen. A pen or pencil can leave marks on or poke a hole in the screen.
- / 10. Never move your computer when you can hear the hard disk or cd-rom spinning.
- / 11. Always keep food and drinks away from your laptop. Contaminates destroy the laptop.
- / 12. Do not insert things into the ports of the laptop. Never force a connector into a port. If you are having problems connecting an external device, ask for help.
- / 13. Close the computer carefully-from the center of the screen- do not slam it shut! Be careful when closing the laptop, make sure that there is nothing between the screen and the keyboard (like pens or pencils). Doing so might cause the screen to crack.
- / 14. Make sure your laptop has a full battery charge every day. Use your charger whenever possible, this extends the life of the battery. Do not loan your charger to another student. If it breaks or is lost YOU are responsible for it.
- / 15. Keep laptop bag clean and free of books, papers, and debris.

My initials above and signature here indicate I have read, understood and agree to adhere to the Care and Cleaning instructions written above. I also understand that if I fail to adhere to them further disciplinary action may be taken.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____