Student Guidelines for Laptop Use

Do:
- Carry the laptop with 2 hands
- Close the laptop before carrying the laptop
- Walk slowly and carefully when carrying the laptop
- Place the laptop securely on the desk and not hanging over the edge of the desk or on a crack between the two desks
- Make sure your hands are clean and dry before using the laptop
- Notify your teacher immediately if there is a problem with the laptop (this includes missing keys)
- Correctly shut down the computer when finished. (Wait for the screen to turn black before closing lid of the computer
- Touch the keys and touchpad gently

Don't:
- Touch the screen with your hand or any other object
- Lift the laptop by the screen
- Eat or drink while using the laptop
- Print without permission

Place your pencil or any other object on or around the keyboard