



Evansville Vanderburgh School Corporation

**Bringing Learning to Life**

## **STANDARDS FOR PROPER CARE OF SCHOOL ISSUED TECHNOLOGY**

**The EVSC takes great pride in utilizing technology to maximize student learning, which includes issuing students devices for use at home and school. Students are expected to follow all specific guidelines listed in this document and take any additional common-sense precautions to protect their assigned computer device.**

### **Student Responsibilities**

**Both the student device and charger have been checked out to you.**

- **Treat it well:** Take care of the computer like it is your own. Be gentle with it and keep it safe.
- **Keep it locked or with you:** Always lock the computer in your school locker or in a secure place where others cannot get to it. If you cannot lock it up, make sure to keep it with you and never let it out of your sight. If someone steals your computer when left unlocked or unattended, you will be responsible for the cost to replace the device.
- **Avoid risky situations:** Don't leave the computer in places like school vans, the gym, locker rooms, playing fields, or other places where it could get damaged or stolen. Also, do not keep it in a car unless you lock it in the trunk.
- **Do not let others use it:** If someone else uses your device and something happens to it, you will be responsible for fixing or replacing it.
- **Follow the school's rules:** Always follow the school's rules for using the computer. If you are not sure what you can do, ask a teacher, principal, or school support technician.

Remember, it is important to take good care of the computer because it belongs to the school, and it is there to help you with your learning.

### **How to Handle Technical Issues**

- Tell the school support technician: If you have any problems with the computer or need it repaired, let the school support technician know right away. Do not wait!
- Report lost or stolen devices: If your computer gets lost or stolen, inform the school support technician immediately. They will lock the device so no one else can use it. If someone finds the device, they should return it to the school technician to unlock it.
- Ask for help: If you are not sure what to do or have any questions, do not hesitate to ask for help. The school support technician is there to assist you.

Remember, if the computer accidentally gets damaged, the school will take care of the repair costs. It is important to report any issues promptly so your school support technician can get it repaired and you can continue using the computer for your schoolwork.

### **General Care**

- Do not make changes to the device: It is important to try not to remove or change anything on the computer, like the keys, screen cover, or plastic casing. If you do, it can void the warranty, which means you will have to pay for any repairs or possibly a new device.
- Avoid putting stickers on it: Although it may be tempting, it is best not to place any stickers on your computer. Stickers can leave marks and damage the device.
- Keep it clean: It is a good idea to keep your computer clean. Avoid eating or drinking while using it, as spills can harm the device. Also, try not to leave any crumbs or dirt on it. You can use a soft cloth to gently wipe the screen and keyboard.
- Watch out for extreme temperatures: Make sure you do not leave your computer in places that are extremely hot or cold. Extreme temperatures can damage the device, so it is best to keep it in a comfortable environment.

By following these general care tips, you can keep your school-issued computer in good condition and make sure it lasts a long time.

### **Carrying the Device**

- Use the case/shell provided: Always carry and store the computer in the case or shell that it comes with. It helps protect the computer from getting damaged.
- Keep the protective shell on: Both high school and middle school students will receive a computer with a special protective shell. This shell should stay on the computer all the time to keep it safe.
- Be careful with your backpack: Avoid putting the computer in a backpack that is too full or stuffed with other things. When there is too much pressure on the computer, it can hurt the screen and other parts. So be mindful and keep it safe.

Remember, the case or shell is there to protect your computer, so make sure to use it and keep your device safe from any harm.

### **Screen Care**

- Be gentle with the screen: Don't grab, squeeze, or pick up the device by the screen. This can damage the screen and other important parts inside the computer.
- Keep the keyboard clear: Make sure you do not leave any objects like pens, pencils, or headphones on the keyboard. When you close the lid of the computer, these objects can crack the screen which is why it is important to keep the keyboard free of any items.

By being careful with the screen and keeping the keyboard clear, you can help protect your computer and keep the screen in good condition.

### **Battery Life and Charging**

- Start the day with a full battery: Make sure to come to school every day with a fully charged battery. This way, your computer will be ready to use for the entire day.
- Charge it overnight: Create a routine at home where you plug in your computer each evening and leave it charging overnight. This ensures that your battery will be fully charged when you start your school day.
- Use the charger carefully: When you are using the charger, be careful not to put it in a place where you or someone else might trip over the cord. Tripping over the cord can be dangerous and could damage the charger or the computer.

By keeping your computer charged and handling the charger safely, you'll have a device that lasts throughout the school day and avoid any accidents with the charger cord.

### **Optional Device Insurance**

Information on Insurance coverage for theft or damages not covered under the accidental damage program can be found here.

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