

Proper Laptop Care

Keep food and drinks away from your laptop.

Food and drinks pose great risk to your laptop. Unfortunately, hardware damage caused by food or drink spillage are not covered under warranty. We recommend that you minimize the risk of any such damage by keeping food and drinks at a safe distance.

Protect Your Laptop

- 1) Always use the protective case and handle for your laptop with care, especially when connecting and disconnecting cables.
- 2) Do not leave your laptop in the car and in direct sunlight.
- 3) **Do not leave your laptop unattended at any time. The compact size and lightweight features make it an easy target for thieves (Do not leave your laptop unattended in your car).**
- 4) Be cautious about leaving the laptop unattended anywhere that there is a chance it could easily be knocked onto the floor, sat on, or stepped on.
- 5) Know that dropping, jostling, or bumping will cause damage to the hard drive.
- 6) Always hold the laptop with two hands at the bottom, never by the screen.
- 7) Never twist the screen on its hinges (could crack the screen).
- 8) Your computer display is designed to be opened and used at an angle slightly greater than 90 degrees. Do not open the display beyond the limit of the hinge.
- 9) Do not scratch or push on the screen.
- 10) Never close the lid with an object left on the keyboard (could crack the screen).
- 11) Don't slam the lid down (might damage screen or hinges).
- 12) Stickers leave a residue that can cause permanent damage. Do not customize your laptop with stickers... it is school property that is being loaned to you.

Cleaning Your Laptop

Follow these general rules when cleaning the outside of your computer and its components:

- 1) Shut down your laptop, disconnect the power adapter and modem cable, and remove the battery.
- 2) Use a damp, soft, lint-free cloth to clean the computer's exterior.
- 3) Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Don't use aerosol sprays, solvents, or abrasives.

Cleaning Your Laptop Display

To clean your laptop screen, do the following:

- 1) Shut down your laptop, disconnect the power adapter and modem cable, and remove the battery.
- 2) Dampen a clean, soft, lint-free cloth or paper with water only and wipe the screen. Do not spray liquid directly on the screen.

- **Carrying Your Laptop Properly**
Before moving your computer, be sure to remove any media, turn off attached devices, and disconnect cords and cables.
- Be sure your computer is in standby or hibernation mode, or turned off, before moving it. This will help prevent damage to the hard disk drive and data loss.
- When picking up your open computer, hold it by the bottom. Do not pick up or hold your computer by the display.
- Use a quality carrying case that provides adequate cushion and protection. Do not pack your computer in a tightly packed backpack, suitcase, or other bag.
- When traveling on an airplane, keep your laptop with you and carry it onto the plane. Never pack your laptop in a suitcase or send it with your checked luggage.
- If you carry your laptop in a bag or briefcase, make sure that there are no loose items (such as paper clips or coins) that could accidentally get inside the computer through an opening such as the optical drive slot.

Caring for your Data

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| <p>1) At least once a week, make a point to back up your data. If critical data is present, it is a good idea to perform a daily backup. The school's tech-team can instruct you on the best way to back-up your data.</p> |
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- 2) Downloaded software and screensavers often cause conflicts and use valuable memory. Remember that the laptop is a tool for learning and keeping it free of extras will keep it working quicker with less freezing.
 - 3) Virus protection is very important. Meet with a member of the school's tech-Team to ensure your laptop is equipped with the latest virus protection.
 - 4) Beware of Spyware. Spyware is software designed to collect computer users' personal data without their knowledge. Spyware is secretly installed with many downloaded Internet software programs, and transmits information about computer usage and generates pop-up advertisements. Microsoft estimates that spyware is responsible for half of all PC crashes. *from eSchool News, June 2004.*
 - 5) To avoid adware or spyware watch out for unwanted components while installing programs especially freebies. Some legitimate companies may also try and install programs that allow access to your personal information and possible hacker access
 - 6) Don't accept any request from a web page that says you need to download a file in order to view a specific web page. We have installed all the major components on your computer so a request like this has a high probability of being adware, spyware or a Trojan horse that allows others to access your computer and possibly even turn your computer into an illegal server.
 - 7) Avoid "free" music and video downloads. There is some legitimate "free" music and video shorts but the illegal sites often install nefarious programs on your computer and downloading from these sites violates copyright laws and makes [you](#) and MA responsible. Use bonafide pay music web sites to download music. Remember if it sounds "too good to be true" it is likely not true! Ask the school's Tech-Team if in doubt about a site.