Student 1:1 Laptop Expectations and Responsibilities

General Care

- Keep your device in laptop sleeve when not in use.
- Stickers can ONLY be used on the removable adhesive Laptop Skin.
- Leave asset tags displayed; do not tamper with or remove.
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth ONLY if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water or other cleaning agents.)
- Use USB headphones (recommended) to prolong the life of the sound jack and improve sound quality.
- Report any damage to the device as soon as possible. (Within a school day.)
- Do not attempt to repair the laptop yourself, only a Seattle Public School Technology Support Specialist is authorized to repair any damage or malfunction to your laptop.
- To ensure your laptops has the latest updates please reboot your computer at least once a week. For more information on updates please visit: https://www.seattleschools.org/cms/one.aspx?pageId=87461074

Classroom Habits

- Bring your charged device to school every day.
- Center the device on the desk.
- Use two hands to open the lid and carry the device.
- Do not close the lid with anything inside the Laptop (headphones, pencils, etc.).
- Follow all directions given by teachers.
- Follow copyright laws and cite appropriately sources used from electronic media.
- Convey to your teacher as quickly as possible, without discussing with other students, any identified security problems or potential online safety issues.

Traveling To, From, and Around School

- Completely shut down the device before traveling.
- Do not leave the device in a vehicle.
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school.
- Do not lean against the device or on your backpack with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker.
- If ever in a situation where someone is threatening you for your device, give it to them and tell a staff member as soon as you arrive at school.
At Home

- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- Protect the device from:
  - Extreme heat or cold
  - Food, drinks, other liquids
  - Small children or pets

Overall Safety

- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Please alert your Parent and Teacher if you are experiencing any changes in behavior and/or depression immediately!

Additional Resources

- Get Online Safety Resources: https://staysafeonline.org/
- StopBullying: https://www.stopbullying.gov/