

# Handling and Care of the Laptop

- Keep the laptop in the district-issued or approved sleeve and case.
- Keep laptops and sleeve free of any writing, drawing, stickers, or labels that are not applied by MCS.
- Use the laptop on a flat, stable surface.
- Do not place books on the laptop.
- Do not have food or drinks around the laptop.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the laptop exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

## Power Management

- It is the user's responsibility to recharge the laptop's battery so it is fully charged by the start of the next school day.
- Laptops with no battery life must be charged in the classroom. The student forfeits use of the laptop for the entire time it takes to charge the laptop.
- All class work missed because of uncharged batteries must be made up on a student's own time.
- The laptop must remain on (awake or sleep mode) at school at all times, with no exceptions.

## Transport

- Transport laptop in its protective case and sleeve.
- Do not leave the laptop in a vehicle for extended periods of time or overnight.
- Do not leave the laptop in visible sight when left in a vehicle.

## Monitoring and Supervision

- Do not leave the laptop unattended in an unlocked classroom or during an extracurricular activity.
- Do not lend the laptop to a classmate, friend, or family member.
- Any attempt to "jailbreak" or remove the MCS profile could result in disciplinary action, including suspension.
- Students are responsible for the safety and security of the laptop and any activity on the device.