



# Student Laptop Responsibilities

## At Home and at School

<p>Make sure the laptop is fully charged for the school each day.</p> <p>*Shut down the laptop before charging to keep the battery healthy.</p>	<p>Do not eat or drink while using your laptop.</p>	<p>Save all schoolwork to OneDrive – so you can access it from any device.</p>
<p>A case must be always on the laptop when not in use.</p> <p>Have your charger with you each day.</p>	<p>This is YOUR laptop for the school year. Do NOT lend it out.</p>	<p>Laptops are always monitored. Only use the laptop, and hot spot, for school appropriate matters.</p>
<p>Damage must be reported immediately – even if the damage is accidental.</p>	<p>Lost or stolen devices must be reported immediately, and a police report must be filed.</p>	<p>Reports are filed through the Media Center before school or during lunch.</p>