



# **Dr. Lewis S. Libby School**

*Home of the Wildcats*

13 School Street

Milford, ME 04461

Phone: (207) 827-2252 Fax: (207) 827-5454



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## **Laptop Care /Take-Home Guidelines**

The Hewlett-Packard ProBook 4440s laptop that is being provided to your child is part of the Maine Technology Learning Initiative (MLTI) instituted by the State of Maine. The laptop **belongs to the State of Maine and is assigned to the Dr. Lewis S. Libby School**. The Maine Technology Learning Initiative provides one-to-one computer access for students and teachers in grades 7 and 8 throughout the entire state. The intent of this initiative is to provide student access to this technology at home as well as at school, subject to local district control. We, at the Dr. Lewis S. Libby School, want our students to be able to use this tool both at school and at home. In order for this to happen, the following guidelines have been developed and endorsed by the Milford School Committee.

### **Caring for Your Laptop**

The laptop is well built and a great tool for learning, but it is a computer and, like any piece of electronic equipment, it needs to be treated with care. You can do several things to make sure that your laptop is trouble free and lasts for years.

### **Moving Your Laptop**

One of the best features of your laptop is how small and lightweight it is. This makes it easy to take your homework, reports, presentations, and other educational materials wherever you go. When moving your laptop, you should do a few simple things to protect it:

- Close the lid gently from the center and wait for the sleep light to pulse before moving your laptop.
- Be careful not to leave pencils and pens on the keyboard when closing your laptop.
- Do not use your laptop or the laptop case as a folder to store papers or textbooks.
- Keep your laptop in its carrying case when you are not using it; and remember that it's in there. Don't drop it on the floor, use it as a backrest or pile heavy books on it. Use care if ever putting your laptop in your locker.
- Keep your laptop away from dampness or wet weather, such as rain, snow, and fog.
- Keep your laptop away from extreme heat and cold. Leaving it in an unventilated car in the sun could damage it. If your laptop has been exposed to cold conditions for a long time, let it warm up to room temperature before using it.
- When you are not using your power adapter, wrap the power cord loosely around the adapter.
- Remember that hard drives are not built to be bounced around and that screens will break if enough pressure is applied to them. Screens are generally the most expensive item to repair!

### **Using and Taking Care of Your Laptop**

- Set your laptop on a stable work surface.**
- Keep your laptop away from water or other liquids, such as fountains, sinks, bathtubs, and so on.
- Do not eat or drink while using your laptop.
- When attaching the power adapter to your laptop, make sure the chord isn't pulled too tight. It should be a little loose.
- Don't insert inappropriate things into any of the openings of your laptop.
- Keep your laptop away from sand and water. As portable as your laptop is, don't take it to the beach.
- Be patient. Sometimes computers take a few seconds to think; don't pound on the keys if your laptop doesn't respond right away.
- Plug in your laptop when you get home from school so your battery will be fully charged for the next day.