



Allegany-Limestone Central School

Instructions about the Care and Operation of the District Laptop

The laptop should be handled carefully, and not dropped or hit with hard objects.

The laptop should be charged with the appropriate power cord (provided), when the battery is low. If you bring the charger into school, leave it in your laptop bag unless you are charging the laptop. Log off the laptop and plug it in each night so that updates can be applied to it between Midnight and 6 AM.

Heavy objects should not be set upon its open or closed surfaces.

Never put food or beverages near the laptop and never carry or lift the laptop by the LCD screen.

Wipe down the case or keyboard with a dry cloth only. Do not wipe the screen with anything other than a cloth similar to that use for cleaning eyeglasses. Again, this should be kept dry.

If the laptop malfunctions, use the ServiceNow Student Only Chat feature from the school's website to report the problem and a technician will make arrangements to check it. If you are unable to access the Student Only Chat feature, take your laptop to the Main Office immediately. Do not take the District owned laptop to an outside repair service.

Report immediately if the laptop is lost or stolen. Tell Mr. Straub and bring in the police report if stolen.

Ask questions if you do not understand how to use or care for this shared laptop being loaned to you for your school work.

At least once a week, the laptop must be brought into school, where the student who has it on loan should log onto the ALCS network. Failure to do this will impact the software updates as well as the student's ability to log on and use the laptop at home.

Do NOT attempt to install software, download any non-school items, or circumvent security, content filtering or virus checking software. Doing so will result in the removal of the laptop from your care, and possible discipline.

Always **power down** with a soft shutdown – using the shutdown option on the lower left of the screen. A hard shutdown – holding the power button until the power goes off – is NOT good for the equipment and could also result in loss of data.

Once on, you will always login with your school network login, even at home. School security restrictions will be in place on these laptops at all times. The laptop is for school work.

The screensaver option is set at 5 minutes. Please do not adjust it.

Both the mouse button (in the center of the keyboard) and the mouse touchpad (below the keyboard) are operational.

You may save files on the hard drive (C:) of the laptop. However, you should always transfer these files over onto your OneDrive at school the next day.
