



How To Take Care Of Your School Issued Device (Laptop, Chromebook, iPad)

Say, “To care for something is to make sure it is safe and well. Responsibility means being dependable, making good choices, and taking accountability for your actions. Both at school and at home, it is our responsibility to take care of the school issued devices we get to use. Today, we are going to talk about how to be responsible and take care of our devices (Laptop, Chromebook, iPad). We will review some care tips that will help you better understand how to properly take care of your device and make sure you can bring it back and forth between school and home safely.” *Distribute the **How To Take Care Of Your School Issued Device Handout (next page)** and read aloud the device care tips to the class. Have students place a checkmark next to each tip after it is read as an agreement to that care tip.

- The device and charger must go back and forth to school each day.
- Keep the device stored in your school bag when it is not being used.
- Never sit on or throw the school bag where the device is stored.
- Do not squeeze or push on the screen of the device.
- The device must be kept in the school issued case.
- The device must be kept clean and free from writing or stickers.
- Keep food, beverages, and other liquids away from the device.
- The device must be charged each night so it is ready to use the next day.
- Do not carry the device with the screen opened. Close the screen when not in use.
- Always carry the device with a bear hug (two arms around the device).
- Do not leave the device in a vehicle because it should not be in extreme heat.
- Parent or guardian will be responsible for any theft, loss, or damage that occurs to my device.



DIGITAL LEARNING

How To Take Care Of Your School Issued Device Handout

The devices are fragile, electronic learning tools and should be treated with care.

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