



## Care & Upkeep of Your Student Mobile Device

1. The laptop should be used on a flat solid surface such as a table or desk.
2. Open the laptop from the front center open point.
3. Never put pressure on the screen with thumbs, fingers or with any object.
4. Do not open the screen past the natural pivot stop point.
5. Do not hold the laptop by the screen or screen frame but instead, by the base.
6. Do not put the laptop in a position where there is any pressure on the it (e.g. anything on top) nor in a backpack or case of any kind where the laptop is squeezed.
7. Always remember to log out of Google Classroom and turn off your computer once you have saved and completed your work for the day.
8. Always store the laptop somewhere off the floor, couches or chairs so that it can't be stepped on or sat upon.
9. Keep your laptop plugged in or, if you need unplug it to move about, position yourself near a plug in case the battery requires a charge.
10. Always save your files to the cloud with your Google Classroom account.

*Message Approved by Great Hearts Academies.*

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