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IT COMMON SENSE FOR STAFF AND LEARNERS

Here are some tips to properly care for your laptop device

- Don't eat or drink near your laptop.
- Always keep your laptop in a padded computer bag.
- Always keep it locked away when not in use. Lockers in the mornings/break time and cages during sport after school.
- Keep it clean: Regularly clean the exterior of your laptop with a soft, lint-free cloth to remove dust and dirt. Avoid using harsh chemicals or solvents that may damage your laptop.
- Protect it from the elements: Keep your laptop away from extreme temperatures, direct sunlight, and moisture. Avoid spilling liquids on it and protect it from rain.
- Avoid overloading it: Don't overload your laptop by running too many programs at once or storing too many files on it. This can slow down your laptop and reduce its overall performance.
- Keep the vents clear: Laptops generate heat while in use, and the vents on the sides and bottom of the device are designed to dissipate heat. Overheating can cause damage.
- Use a surge protector where possible.
- Regularly update the software.
- Cloud Storage: The school provides you with 2TB of cloud storage. Only use OneDrive for all file storage as far as possible.
- Back up your data.
- Use a hard surface to prevent overheating.
- Handle the laptop carefully.
- Don't put stress on the hinges. Open and close the laptop gently and avoid placing excessive weight on the screen when it is open.
- Unplug peripherals (like USB devices) when not in use.
- Use a strong password.
- Turn off the laptop when not in use.
- Avoid completely discharging the battery and store it in a cool, dry place when not in use.

- Don't leave your laptop in the car.
- Install and regularly update anti-virus software to protect your laptop from malware and cyber threats.
- Use a secure Wi-Fi network, especially when accessing sensitive information. Avoid using public Wi-Fi networks for sensitive transactions.
- Keep a record of your laptop's serial number and model number in case you need to report it to the police or insurance.

It's important to handle your laptop with care and take appropriate steps in the event of an accident to minimize the damage and ensure its longevity. In the event of damage or loss, there are some steps you can take to minimize the damage:

Liquid spill: If you spill liquid on your laptop, immediately turn it off, unplug it, and remove the battery (if possible). Then, gently wipe away any excess liquid and let the laptop air dry completely before turning it back on.

Dropped laptop: If you drop your laptop, turn it off immediately and check for any visible damage. If there's no obvious damage, you can turn it back on and check to see if it's still functioning properly. If there is visible damage or it's not working properly. Report it to your teacher and IT department.

Overheating: If your laptop is overheating, turn it off and let it cool down. Then, clean the air vents and fans to remove any dust that may be blocking air flow.

Report the loss or damage: If your laptop is lost or stolen, report it to your teacher immediately.

Support

In the event of damage, loss or a device fault. Visit the IT department as soon as possible for support.