



LAPTOP GUIDELINES AND POLICY

Battery:

- a. Initial break-in – Charge battery to 100%, discharge then charge to 100% again
- b. Exercise/use your battery at least once every 2 or 3 weeks
- c. Discharge, then recharge your battery once a month
- d. How to change modes – double-click Power Options icon in lower right
- e. Keep laptop out of sun (overheating can reduce battery life)

Peripherals: Depending on how many USB ports your laptop has, it may be necessary to purchase a docking station to plug in extra items such as a printer, external keyboard, mouse and/or monitor.

District Network: When transporting your laptop from school to home or vice versa, turn your laptop off. (don't just put it to sleep) This will ensure that the laptop releases the district IP address and will make it easier and faster for it to connect to your home network. When at home, check the "Workstation Only" box on the Novell login. (this will keep it from looking for the district network)

Backups: Reminder to move files to H-drive, USB external storage, cd or dvd, before turning laptop in.

Policy:

- a. Check Out
 - i. Beginning of school year – check out from Technology Dept
 - ii. End of school year – check in to Technology Dept for reimaging
 - iii. Summer – recheck out from Technology Dept (if needed)
 - iv. Beginning of new school year – recheck out from Technology Dept
- b. If damaged, Technology Dept will provide a loaner if available
- c. The employee is responsible for the laptop if it is lost, stolen or damaged while away from the school.
- d. Personal software installed becomes property of SHSD
- e. Not intended for family use
- f. Do not add stickers please