



## 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. Keep laptop out of sun (overheating can reduce battery life)

**Peripherals:** Depending on how many USB ports your laptop has, and if necessary, a docking station may be provided 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 login page. (this will keep it from looking for the district network)

**Backups:** Reminder to move files to G-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 or building Media Asst
  - ii. End of school year – check in to Technology Dept or building Media Asst for reimaging
  - iii. Summer – can arrange to recheck out (if needed)
- 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. Please do not add stickers

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### For first time login for 2022-2023 school year:

- Username: **firstname.lastname**
- Temporary Password: **Welcome2you!**

Once logged in you will need to change your password by doing the following:

1. At the desktop, press ctrl+alt+delete
2. Click change password
3. Password must be 12 characters, contain at least one Uppercase, Lowercase, Number and Symbol

If you have any issues email [sam.nothiger@sweethome.k12.or.us](mailto:sam.nothiger@sweethome.k12.or.us) or [sebastian.allison@sweethome.k12.or.us](mailto:sebastian.allison@sweethome.k12.or.us)