

# Use and Care of Student Devices

Students are responsible for the general care of the devices.

Devices that are broken or fail to work properly must be reported to the school.

Students are responsible for replacement cost if no insurance is purchased.

## Using the Device

Use the device on a **safe surface** that is clean and dry. Avoid eating or drinking around your device. Tossing or dropping the device will cause damage.



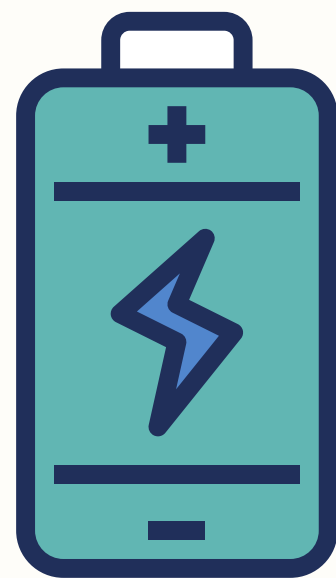
## Storing the Device

Always properly shut down the device and store in a **safe place** such as a bookbag or book case. Never leave your device in a car to avoid theft and extreme temperatures.



## Battery Care

Charge **fully** each night, avoid letting the battery to low, and steer clear of extreme temps that will damage a battery.



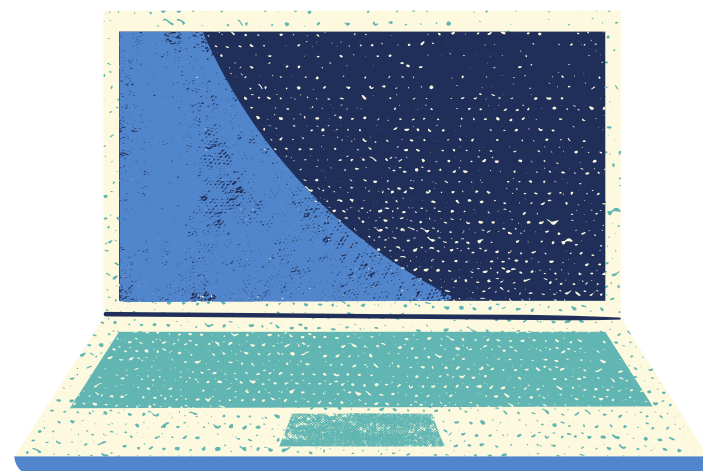
## School Work & Data

Always save your data to the **cloud** using OneDrive. Storing items in the cloud will allow access and collaboration to your files on any device to keep learning on track.



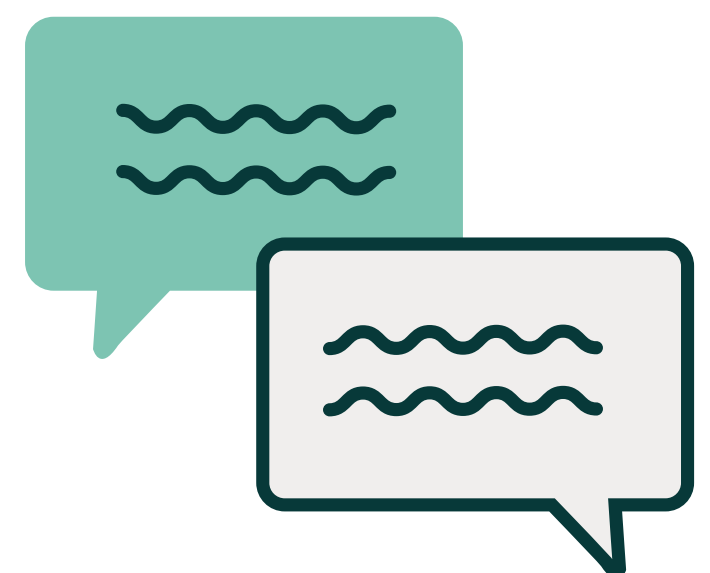
## Screen Care

It is important that the screen is **cleaned** only with a soft, dry cloth or anti-static cloth. Never set heavy items on the screen, or lift by the screen.



## Online Behavior

Usage of the technology device shall be subject to Wichita Public Schools **policies and rules**. User IDs and passwords must remain confidential to prevent unauthorized usage.



## Staying up to Date

It is always a good idea to **shut down** your machine nightly to receive updates. Look for notifications about updates. If needed, search for updates in your device's search bar.

