



Student 1-to-1 Laptop Expectations and Responsibilities

COVID-19 Continuous Learning Students

Please email laptops@seattleschools.org to schedule a return of the device at the end of the school year.

Any Questions, Repairs, Lost or Stolen Device, please call: 206-252-0100

General Care

- Keep your device in laptop sleeve when not in use.
- Stickers can ONLY be used on the removable adhesive Laptop Skin.
- Leave asset tags displayed; do not tamper with or remove.
- Leave vents uncovered.
- Clean the screen with a soft, dry microfiber cloth ONLY if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard. (Never clean an electronic device with water or other cleaning agents.)
- Use USB headphones (recommended) to prolong the life of the sound jack and improve sound quality.
- Report any damage to the device as soon as possible. (Within a school day.) **Please contact 206-252-0100 for assistance.**
- Do not attempt to repair the laptop yourself, only a Seattle Public School Technology Support Specialist is authorized to repair any damage or malfunction to your laptop. **Please contact 206-252-0100 for assistance.**
- To ensure your laptops has the latest updates please reboot your computer at least once a week. For more information on updates please visit:
<https://www.seattleschools.org/laptopforms>

Classroom Habits

- Please charge your device every day.
- Center the device on the desk
- Use two hands to open the lid and carry the device.
- Do not close the lid with anything inside the Laptop (headphones, pencils, etc.).
- Follow all directions given by teachers, if applicable.
- Follow copyright laws and cite appropriately sources used from electronic media.
- **Please contact 206-252-0100 for assistance** with any identified security problems or potential online safety issues.

Traveling To, From, and Around School

- Completely shut down the device before traveling.
- Do not leave the device in a vehicle.
- Never leave the device unattended for any reason. Use lockers/PE lockers to lock up in school, if applicable.
- Do not lean against the device or on your backpack with the device inside.
- Store device standing up on its side in a locker; do not pile other things on top of it in a locker, if applicable.

- If ever in a situation where someone is threatening you for your device, give it to them and [please contact 206-252-0100 for assistance](#), immediately.

At Home

- Take your device home every day.
- Charge the device fully each night; leave the power cord/charger at home.
- Use the device in a common room of the home (family room, kitchen, dining room).
- Store the device on a desk or table - never on the floor!
- Protect the device from:
 - Extreme heat or cold
 - Food, drinks, other liquids
 - Small children or pets

Overall Safety

- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Please alert your Parent and Teacher (if applicable) if you are experiencing any changes in behavior and/or depression immediately!

Additional Resources

- Get Online Safety Resources: <https://staysafeonline.org/>
- StopBullying: <https://www.stopbullying.gov/>