

# Martin County School District Device Use Guidelines

## Taking Care of your Device (Laptop /Chromebook)

Students are responsible for the general care of the device they have been issued by the District. Devices that are broken or fail to work properly must be taken to the Media Center at the student's school site. Students are responsible for Physical Damage and will be charged accordingly to the following schedule:

Repairable damage:	\$20.00 (F/R*)	\$50.00 (Non F/R*) (*Free and Reduced)
Unrepairable damage:	\$50.00 (F/R)	\$200.00 (Non F/R)
Lost/stolen device:	\$50.00 (F/R)	\$200.00 (Non F/R)

Devices are unrepairable if cost to repair is greater than 2/3 its value.

## General Precautions

- ☒ No food or drink is allowed on or next to your device while it is in use.
- ☒ Devices are not water proof, do not get it wet.
- ☒ Cords, cables, and removable storage drives must be inserted carefully into the device.
- ☒ Devices must remain free of any writing, drawing, **stickers** or labels other than student name.
- ☒ Devices must never be left in a car or any unsupervised area.
- ☒ Devices should not be loaned to anyone.
- ☒ Always password lock your device when it is not in use.

## Carrying Devices

Devices should be placed in a backpack with sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- ☒ Devices should always be within a personal protective backpack when carried.
- ☒ Device backpacks can hold other objects but must be kept to a minimum to avoid placing too much pressure and weight on the device screen.

## Screen Care

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- ☒ Do not lean on the top of the device when it is closed.
- ☒ Do not place anything near the device that could put pressure on the screen.
- ☒ Do not pick the device up by the screen.
- ☒ Do not poke the screen.
- ☒ Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, papers or disks).

## Using Your Device at School

Devices are intended for use at school each day. If damage occurs to your device you may have to use a desktop in the classroom until the device can be repaired.