



Wardlaw Academy students receive a school-owned laptop (Grades 6-12) for use in their schoolwork. It is important that you take care of your laptop at all times. Following these simple rules will ensure that you have a working laptop to use at home and at school.

You must bring your charged laptop to school and back home daily, as you would with any other school supply.

If you need technology assistance or need to report device damage, please email scumbee@wardlawacademy.com. Students may also bring the broken laptop to Samantha Cumbee in the front office.

Protecting your laptop

- Do not add any stickers or any other decorative items that would alter the appearance of the laptop from when you received it.
- Do not tamper with school inventory tags that are present on the laptop.
- Use both hands when opening the laptop.
- **Do not hold a laptop by the screen. It can cause a stress crack.**
- Always close your laptop before walking with it.
- In your backpack or at your desk, keep your laptop separated from books and other heavy objects that can damage it.
- Keep food and drink away from your laptop. **Do not eat or drink with it nearby.**
- Treat your laptop as valuable material. Do not leave it lying around.
- Shut your laptop down daily so that it can receive the updates it needs.

Cleaning your laptop

- Do not use any chemicals or other liquids to clean your laptop.
- Use only a very soft or microfiber cloth to wipe down the screen. You may make it lightly damp with water if needed. Do not spray anything directly on the laptop.

Powering your laptop

- Laptops are required to be fully charged when you arrive at school each day. **You will NOT be given a charger if your laptop is not charged.**

Protecting your account

- Anytime you leave your laptop on your desk, close it.
- Do not share your laptop with anyone.
- Do not share your login information or password with anyone.

Other important reminders

- Anything you do on the Internet (on any device) is visible to someone.
- Anything that you create or save on your laptop should be appropriate for school. This includes written documents, pictures, etc.
- If your laptop is damaged, you will be charged for the repairs.