

WCPSS Student Device Care & Use Guidelines

These guidelines are intended to help ensure the proper care and use of all laptops and similar technology devices issued to students by the Wake County Public School System (“WCPSS”). This document does not list all applicable rules and may be changed from time to time. In addition to following these guidelines, students are expected to adhere to the terms of their Student Device Program Agreements, the [WCPSS Student Device Terms & Conditions](#), and all applicable [WCPSS policies and regulations](#). Students are also expected to use common sense and good judgment to protect any WCPSS devices both on and off campus.

General Guidelines

1. Although your laptop is the property of WCPSS, it is your responsibility. Please treat it with great care.
2. Always follow all WCPSS policies and procedures when using your laptop.
3. Do not loan your laptop or its accessories to any other person without advance approval from an authorized WCPSS employee.
4. You may receive email updates applicable to all laptop users. These are important. Read them and follow up on them.
5. Do not share passwords or attempt to discover others’ passwords.
6. Do not download or install any programs, files, or games from the internet or other sources onto your laptop. All programs and files must be installed by or at the specific direction of WCPSS.
7. Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices that have been installed on the device by WCPSS.
8. Do not tamper with computer hardware or software, attempt to override or bypass internet filters, change network profiles or configurations, or “hack” or otherwise obtain unauthorized access to any network, computer, file, or program.
9. Do not use your laptop for any illegal purpose or in violation of any WCPSS policy or procedure.
10. Do not use your laptop to make, receive, or transmit any words, images, files, or other materials in violation of any WCPSS policy or regulation.
11. To reduce the risk of damage, keep your laptop in the case you have been issued by WCPSS at all times.
12. Periodically review this document, your Student Device Program Agreement, and the [WCPSS Student Device Terms & Conditions](#). You are responsible for knowing and following all applicable rules and guidelines.

General Care

1. Do not attempt to modify your laptop in any way.
2. Do not “decorate” your laptop in any manner (e.g. stickers, markers, or paint).
3. Under no circumstances are you to open the laptop housing, as doing so may void the warranty.
4. Liquids and other debris can damage electronic equipment. Do not eat or drink while using the laptop.

Carrying the Computer

1. Always close the lid before moving your laptop.
2. Closing the lid sends the laptop into standby.
3. For prolonged periods of inactivity, you may want to shut down completely before closing the lid. This will help to conserve the battery.
4. You will be provided a case for your laptop. Do not overfill your backpack or put items in it that may scratch or otherwise damage the laptop.
5. Always place your laptop gently on surfaces (table, floor, ground, etc.).

Taking Care of the Screen

1. Take caution with the screen. Computer screens are very susceptible to damage from excessive pressure. Avoid grasping the laptop by the screen with any force.
2. You may clean the screen as you would a camera lens or a good pair of glasses. You may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes. Do not use glass cleaners, sprays, soaps, or anything else to clean your screen.
3. Never sit on your laptop. Laptop screens are easy to break and do not bend.

Maintaining your Battery

1. You are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your laptop. Plug it in for a good night’s rest.
2. To conserve battery life and protect hardware, laptops should not be used on school buses or other transportation.
3. If you need to plug your laptop in at school, be mindful not to cause a tripping hazard.

Daily Logistics

1. You are to take your laptop home every night unless you are a “Day User.”
2. At school, the laptop should always be in your immediate vicinity, locked securely in your locker, or securely locked in a classroom or other secure location with a teacher’s or administrator’s express permission.
3. You remain responsible for the security of your laptop during after-school activities. Keep it with you or safely locked up.

4. Avoid using your laptop in areas which may lead to damage or theft.
5. Do not use your laptop around activities where it might be knocked over.
6. Never leave your laptop unguarded in a public space.
7. Do not leave your laptop in a vehicle.
8. Do not allow pets near your laptop.
9. Do not leave your laptop in direct sun or in temperatures of 80 degrees Fahrenheit or above.
10. Do not place your laptop on the floor or in sitting areas such as couches or chairs.
11. Do not leave your laptop near any water source, such as a sink, bathtub, or swimming pool.
12. Do not check your laptop as luggage at an airport or in connection with other forms of transportation.

For the Student Device Program to be a success, we all need to be conscientious of our surroundings. If you see an “unattended” laptop, be a good citizen and take it to the main office. Avoid roughhousing, as this may lead to someone’s laptop being damaged.

Thank you for your attention to these important guidelines!