Laptop Information and Tips

Students will be using an HP laptop with the Windows 10 operating system. The laptop is equipped with a built-in webcam, microphone, and speakers. Please note that the laptop charger is two parts (power adapter and power cord). Use **ONLY** the charger that came with the laptop. Report a lost or stolen charger to your teacher immediately.

Please be mindful of the following:

- Laptops should be charged nightly so device is ready for all-day use. **Power off the laptop when charging overnight.**

- Students cannot install personal programs or applications on the student laptop.

- All laptops have Google Chrome and Microsoft Edge browsers installed.

- Most student laptops are touchscreen and can be converted into three modes for different student experiences.

- **USB ports can only be used to connect a mouse, document camera, or web camera. _Flash drives or external drives won't work on student laptops._** Students should use their Peoria Unified <u>Microsoft</u> <u>OneDrive</u> account to store their class files.

If a device is not returned or not repairable, students will be charged $150 for the replacement of the laptop. In addition, if the student does not return the power supply and associated cord, then the student will be charged $20.10. Note: Pricing can change as a result of inflation for the power supply and cord.

Students should notify their teacher if they are having any hardware or software issues with their student laptop.

Students can't add personalized stickers or decals to the district laptops.

The same internet filters that are in place at school are also active away from school. For example, YouTube.com is blocked for all students no matter if they are on campus or away from campus.

There are a few ways to increase the battery life of your laptop.

- Power off the laptop if you know you will not be using the laptop for any extended period of time.

- Close any applications that you are not using.

- Decrease the brightness of your laptop's display by following the steps below:

Follow the tips below to properly clean and disinfect your student laptop:

- **Power down the laptop,** unplug the power cord, and remove any devices connected to the laptop.
- **Dampen the microfiber cloth with a little bit of water and wipe the screen. Do not use paper towels** in lieu of a microfiber cloth.
- **Do not use any chemical cleaners** (i.e., Windex) on the screen because the cleaner can damage the screen.
- You may gently wipe the keyboard and outside the device with a disinfecting wipe (e.g., Clorox wipes). **Do not use the disinfecting wipe on the laptop's screen or ports (e.g., USB, HDMI, charging port).**

We always recommend putting the laptop inside a backpack or bag when transporting the laptop to and from school.

Students should charge their laptop overnight to ensure the laptop is fully charged for the next school day.

Students should power off their laptops every night before charging.

If you have any issues with your device talk to your teacher first and we will put a work order in if necessary.

Write your asset tag here for future reference: _____