

Brown County Schools

Standards for Proper Device Care



This document outlines student expectations when it comes to the handling, use, and care of school-issued and/or school-owned devices. Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect devices. This document extends the *Acceptable Use Agreement for Devices*.

Student Responsibilities

- **Treat devices and accessories with care.** Electronic equipment can be fragile so remember this when handling equipment.
- **Make sure devices are fully charged.** Students are responsible for ensuring their school-issued device is ready to be used for the school day and should charge their device at home. Students bringing uncharged devices may be subject to disciplinary action. Shared devices are expected to be plugged into their chargers when done being used.
- **Keep the device in a secure location.** Devices need to be kept in a locked or secured environment at all times. Leaving your device unattended in a classroom is not secure. Do not leave your device unattended unless it is in a secure location such as your locker. Devices left in bags and backpacks are not secure and may be confiscated by school personnel for protection against theft. Unattended and unlocked equipment, if stolen (even at school) or broken will be your full financial responsibility.
- **Avoid situations that are conducive to damage or loss.** For example, don't leave your device on the floor where it may get stepped on or don't leave an open drink container beside your device.
- **Devices issued to you are to be used by you only.** Do not let anyone else use your device. Loss or damage incurred when the device is used by someone else will be treated as negligence or misuse.
- **Adhere to the Device Use Agreement.** Follow the policies that are in place. When in doubt, ask a member of the Technology Department staff for clarification.
- **Backup your data.** Never assume that your data is safe if it's only stored on your device. Use provided cloud storage or other means to back up your files.

General Care

- Do not remove any cases, keys, or other parts of the physical structure of the device.
- Do not modify the device or case in anyway. This includes stickers, labels, etc. that cannot be easily removed and without permanent damage.
- Do not remove or interfere with device identification including the serial number, labels, and barcodes.
- Do not leave the device where it could be exposed to excess heat, cold, or moisture.
- Keep the equipment clean. Use only approved methods to clean the device and ask the Technology Department if you are unsure. Do not spray liquids onto the device.

Carrying the Device

- Use the provided case whenever you are transporting the device. This includes in the hallway and between classes.
- Do not carry the device with other objects on top of it.
- Close the lid of hinged devices before walking with it.
- Treat the device gently. Use care when setting it down, picking it up, or carrying it.

Screen Care

- Don't clean the screen with anything other than approved cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a cleaner designed specifically for screens to avoid scratches.

Battery Life and Charging

- **Make sure your device is charged.** Come to school with a school-issued device charged and ready for use.
- **Carry your charger with you.** For school-issued devices, chargers need to be kept in the provided carrying case so they are always available to the student.
- Avoid using the charger in areas that may be trip hazards or stretch the charger cable. You will be financially responsible for damaged chargers and accessories.
- Don't let the battery drain completely. This puts strain on the battery and reduces its capacity. Be sure to charge once the battery reaches 15%.
- Don't leave it plugged in at all times. This also strains the battery. If the battery is fully charged, leaving the charger in may reduce the life of the battery.
- When not in use, put the device to sleep.

Personal Health and Safety

- Avoid extended use of the device. If the device is on your lap for a long period of time, it could generate significant heat and cause temporary or permanent injury.
- Avoid staring at the screen for long periods of time. This could cause strain to your eyes.
- Avoid lengthy, repetitive tasks. Take frequent breaks when typing or working to prevent strain on your hands, eyes, back, or other discomfort.

How to Handle Problems

- Report issues to the Technology Department **immediately**.
- Don't try to fix physical issues yourself.
- Don't go to anyone other than the BCS Technology Department for repairs.
- Bring your device, with case and charger, to the Technology Department for assistance. They will determine what needs to be done and provide a replacement, if necessary.