

## Guidelines for Laptop/iPad

- 1) Laptop or iPad should be fully charged every morning.
- 2) Cases are not to be removed. They are placed on the devices for protection. Removal by you and the device is damaged, it will be your responsibility to fix.
- 3) NO Food or Drink around the device.
- 4) NO adding extensions or trying to download software.
- 5) NO attempt to fix issues with the device. All issues must be brought to the attention of the Tech Office.
- 6) Broken parts on the device will be YOUR responsibility. \$150 for iPad and \$200 for laptop.
- 7) Read ALL emails sent by the Tech Office. Many times there are procedures we need you to follow to fix a known issue.
- 8) If there is an issue with your device, come to the Tech Office. We cannot fix an issue if we do not know about it.
- 9) The Tech Department will do it's best to accommodate students taking college classes and the need for a college program/procedures. There may be a point it is not feasible to do. Lisbon School devices are set up to filter and protect our students within the Lisbon School program. Outside programs/procedures may not always be compatible with Lisbon's filtering system. At that point, you may have to use the computer labs that are available at the college you attend. We will try our best to accommodate the student.