



Instructions on Use of School Laptops

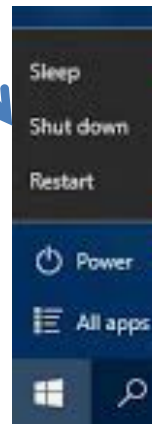


You are borrowing a laptop from the school. Please treat it well and it should do the same for you 😊

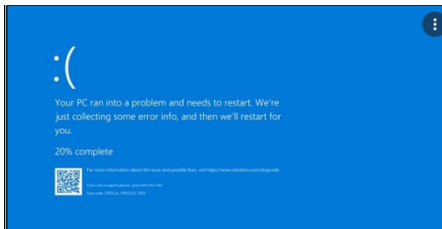
1. When you are done using your laptop, turn it off by shutting it down.


You do this by going to the start button on the bottom left hand of the screen,  click, press the power button  and select **“shut down”**.

Your computer will begin the process of shutting itself down. Wait on it to shut down completely before closing the lid.



2. Always allow updates to run completely.



Your computer will let you know when it needs updates. 

It is best to do updates when you are at home, not during school hours. They can take from a few minutes to a few hours. If you keep them updated, they should not take as long.

3. Keep your laptop charged, do not allow the battery to go below 50%.
4. By following these few instructions, you can save many issues of your computer malfunctioning or not working. It will last longer and you will learn more about how to care for it.