

# HOW TO CARE FOR YOUR ASSIGNED LAPTOP

1. NO FOOD OR DRINKS ARE ALLOWED AROUND LAPTOP
  2. WASH HANDS BEFORE USING LAPTOP
  3. PLACE YOUR LAPTOP ON A HARD SURFACE TO USE
  4. PRESS KEYS LIGHTLY ON KEYBOARD
  5. DO NOT CHANGE THE SETTINGS ON LAPTOP.
  6. UNPLUG POWER ADAPTER WHEN LAPTOP IS NOT IN USE.
  7. DO NOT ALLOW ANYONE TO WHO IS NOT A STUDENT TO LOG INTO YOUR LAPTOP.
  8. PLEASE CARE FOR LAPTOP AS YOUR OWN.
- ❖ THE IT DEPTARMENT WILL TERMINATE USE REMOTELY IF AN UNAUTHORIZED SITE IS VISITED.