

Tablet PC Care and Maintenance Guidelines

This document is intended to provide a series of guidelines for teachers and students to help ensure the proper care of their Tablet PCs. While this list is quite in depth, it cannot serve as a complete list. In addition to following guidelines, teachers and students are expected to use common sense and best judgment to protect all of the Tablet PCs on and off campus. Failure to follow these guidelines may result in disciplinary actions and/or financial responsibility for loss or damage.

- Although your Tablet PC is owned by Wesleyan School, its care is your responsibility.
- Follow the Acceptable Use Policy.
- Do not install software that is on the “Banned Software List.”
- Do not to lend your Tablet PC to anyone.
- Back up your data. For school related work, you may use the network servers. In addition, use an external Drive or an online DropBox to back up other data.
- At times, it will be necessary for the IT Department to send announcements to all Tablet users. Keep up to date with all of your emails from the IT Department.
- The Tablet PC HelpDesk is located in W329.
- All service and maintenance must be done by the Wesleyan HelpDesk. Any unauthorized repair made to the computer by an outside repair entity will void the warranty in place with Wesleyan.

What if something goes wrong?

- When there appears to be a physical/hardware issue with your Tablet PC, do not try to repair it. Instead, take it to the tablet HelpDesk as soon as possible.
- If you are having software issues, you may try to repair them. If problems continue, take the tablet to the HelpDesk as soon as possible.
- For tablet support, plan to visit the HelpDesk before school, during a break, or after school. Being at the HelpDesk is not an excuse for being late to class.
- If you have any questions, please come to the tablet HelpDesk or email tablet@wesleyanschool.org.

General Care

- Each Tablet PC has several identifying decals. Do not modify or destroy these labels.
- Do not “decorate” your Tablet PC in any manner, e.g. stickers, markers, paint.
- Do not open the Tablet PC housing; doing so will render the warranty void.
- Your stylus is an electronic device and should be treated with care. Failure to do so may result in damage or loss which will cost \$25 or more to replace.
- Liquids and other debris can damage the Tablet PC.
- Students are provided with a headset and microphone. Should this become lost or broken, you are responsible for replacing it.

Carrying the Computer

- When transporting your Tablet PC from class to class or room to room, you must use the official Wesleyan carrying case.

- When placing the Tablet PC into the bag, be sure that the computer is either in Standby or Hibernated mode or has been powered down. While closing the lid sends the Tablet into standby, it may be more reliable to place the tablet in standby mode using keystrokes or menu operations. To prevent permanent damage to the hard drive, you should wait for your system to enter standby before placing it in your case.
- Always secure the screen before moving.
- Close the lid with the screen inward when placing it in your carrying case. Even when moving your Tablet PC a short distance, you should never transport your Tablet PC in laptop mode, i.e. with the lid up.
- For prolonged periods of inactivity, you may want to hibernate or shut down completely before closing the lid. This will help to conserve battery life.
- Avoid placing any other items, which may cause damage to the Tablet, in the Tablet section of the bag.

Taking Care of the Screen

- Take particular caution with the screen. The screens are very susceptible to damage from excessive pressure. In particular, avoid grasping the Tablet by the screen with any force.
- Be certain to only use an approved stylus on the screen.
- You may clean the screen as you would a camera lens or a good pair of glasses. Please use an anti-static cloth. Do not use liquids on your screen.

Maintaining your Battery

- You are expected to come to school with a fully charged battery.
- When you plug your Tablet PC in at school, be mindful not to cause a tripping hazard.

Daily Logistics

- Bring your Tablet PC with a working stylus to school every day.
- Take your Tablet PC home every night.
- When the computer is not in your immediate vicinity, it should be in your locker or locked in a classroom with the teacher's permission.
- Tablet PCs are not permitted in the cafeteria during lunch.
- During chapel and other assemblies, your Tablet PC should be in your locker.
- During after-school activities, you are still expected to maintain the security of your Tablet PC. Your Tablet PC should never be left unattended.
- Avoid using your Tablet PC in areas which may lead to damage or theft. Do not use your Tablet PC around sporting activities where it might be knocked over. Never leave your tablet in a public space, especially after school.
- Tablet PCs are not allowed on overnight trips or field trips without the expressed written approval of the lead chaperone.

For the Tablet PC program to be a success at Wesleyan School, we all need to be conscientious of our surroundings. If you see an "unattended" Tablet PC, take it to the office or the HelpDesk. Avoid rough-housing in the hallways, as this may lead to someone's Tablet PC being damaged.