



Student Summer 1:1 Computer Information

Caring for Your District Computer at Home Over the Summer:

- 1.) Always leave your computer plugged in when not in use. Keeping your computer plugged in will keep the battery healthy and avoid system failures.
- 2.) Always store your computer on a desk or table where you can find it easily - not on the floor, in a closet, drawer or box.
- 3.) Protect your computer from:
 - a. Spills of food or drinks
 - b. Rain, direct sunlight, freezing temperatures
 - c. Small children
 - d. Pets
- 4.) Use your computer regularly throughout the summer. Do not forget to restart each time. Using the device will help keep your device up to date and let you know if something may be not working properly.
- 5.) Cleaning your computer:
 - a. You can use a sanitizing wipe for the keyboard and outside surfaces.
 - b. For the touch screen, use a soft, lint-free, cloth dampened with water or eyeglass cleaner.

Ownership:

- 1.) Your computer is the property of the Puyallup School District and must be returned if you withdraw from the district or will not return to a Puyallup School District school next year. Please contact Help Desk at 253-841-8600 to schedule an appointment to turn-in your school device.
- 2.) Any computers, chargers, styluses, or sleeves that are not returned will be considered lost and students will be charged for the full cost of a new computer and/or accessory.
- 3.) If a computer is lost or stolen, students should report it to Help Desk at 253-841-8600 right away. Your homeowners/renter's insurance may require a police report.
- 4.) You may NOT install any unauthorized applications, programs, software or alter/personalize your laptop. Do not apply any stickers or decals as you will be fined for the cost of removing them.

Repairs:

- 1.) If your computer is not working properly, please contact Help Desk at 253-841-8600. Help Desk is open 8am-3pm most weekdays with holidays closed. Help Desk hours and staffing is more limited over the summer, so if you do not get a hold of someone right away try calling a little later or another day.
- 2.) Do NOT attempt any computer repairs yourself. Students will be fined for the cost of repairing any damage to the software or hardware due to unauthorized repairs or alterations.