

The Technology Department of the Williamsport Area School District is pleased to be able to provide you with a laptop computer to assist you in your administrative, professional development and instructional challenges. In order to continue to provide quality equipment we ask the following safeguards be observed.

- Keep the computer and the associated cables in the provided case when transporting**
- Do not eat or drink over the machine**
- Do not use in overly hot or cold areas**
- Do not place in direct sunlight**
- Use the machine on a flat stable surface**
- Do not move computer when plugged into the network or electrical outlets**
- Remove AC power adapter by grasping the computer end and pulling straight outward so as not to damage the connector or computer jack**
- Remove the network cable by pinching tab downward and pulling straight outward**
- Keep the screen clean using the proper cleaners (a solution of one part water to one part isopropyl on a soft cloth such as a t shirt or any commercial lcd cleaning solution)**
- Debris can be removed from the keyboard using compressed air**
- Report any machine malfunctions to the technology department promptly**
- When returning machines for repairs, please send in the case**

The equipment is on loan to you; please treat it as you would treat your own property.

Your cooperation will insure the district's considerable investment in the equipment is maximized.

Mark R. Hannagan

Director of Administrative and Instructional Technology