



TECH DESK TIPS



- Sign out **and** fully shut down your computer EVERY DAY (use the shutdown prompt). Closing the computer lid does NOT shut down the operating system.
- Keep devices away from food, drinks, slime, younger siblings, pets etc.
- Do NOT change accessibility settings on your computer. (language, cursors, keyboards, etc)
- **Case must be kept on device at all times. You will BREAK the screen if you try to remove it!**
- Keep the computer in laptop mode. Flipping it over into tablet mode can cause issues.
- **DO NOT** place stickers on the actual device. Save them for the outside of the case.
- If you have any issues with your device, or you drop it or spill on it, bring it to the Tech office immediately! Screens that are cracked or popping out are dangerous and must be submitted immediately for replacement.
- Chargers are your responsibility. Once you exceed your second charger, you will be asked to purchase* a replacement via the tech desk where records are kept. *Per MTAC policy
- **If you damage 2 devices in a school year** that are non-warranty damage, **you will become ineligible to have an individual device.** and will be using a room-based device until Tech services rolls over eligibility. A day use device will not be assigned to you individually to use or take home.



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