

Nanaikapono Elementary Student Use and Care Procedure

Rules for the use & care of the Laptops

- ALWAYS wash hands with soap and water or hand sanitizer before using the computer.
- ALWAYS carry the laptop with two hands or using the hug method.
- NEVER walk around with the laptop open.
- NO FOOD OR DRINKS when using the laptops.
- Be sure that the computer is clear of any items prior to closing the laptop.
- Open and close the laptop carefully. DO NOT SLAM DOWN!
- When you leave your desk, always close your laptop carefully.
- DO NOT TOUCH the Monitor.

Removing the Laptops from Cart

Each student is assigned a specific laptop to use in class. You will need to be sure to take the correct number laptop.

1. Wait in a single file line to get your laptop from the cart.
2. Disconnect the power supply before you remove the laptop from the cart.
3. Carry the laptop with two hands when transporting it back to your desk.

Turning On the laptop

1. Once you have your laptop back at your desk, carefully open it up and press the power button ONCE. Be patient!
2. Once the laptop is on, log in as a "student". Leave the password line blank. (there is no password)

Shutting Down the Laptop

Press the power button and a message about shutting down will appear.

- or -

Click on the black Apple at the top left corner of the screen and select "Shut Down."

Once the laptop starts to shut down, wait until the screen goes black. Then close the laptop carefully.

REMEMBER: DO NOT CLOSE THE LAPTOP UNTIL THE MONITOR TURNS BLACK.

Returning the Laptop to the Cart

When you return the laptop to the cart you need to:

1. Carry it with TWO HANDS.
2. Place it in the correct numbered slot.
3. Plug the correct charger cord into the computer.