CHURCHLANDS SENIOR HIGH SCHOOL

LAPTOP MAINTENANCE TIPS

There are some important things <u>you</u> can do to ensure your laptop runs well whilst at School

- Restart your laptop at least once a week & using the correct method. The correct way to restart in W10, when logged into the computer, click on the Windows icon, then the power icon and select restart. (*Closing the lid of the laptop or pressing on the power button will not restart the laptop correctly*)
- Charge your laptop overnight or as required
- Run Windows updates & Model specific (example Lenovo, HP etc..) driver updates
- Have a minimal amount of software installed (only install what is needed)
- Have minimal web browser tabs open when at school
- Have minimal applications open at one time when at school
- Refrain from installing software that claims to boost your laptops performance unless recommended by an IT professional
- Monitor the software installed on your laptop at all times (*If there is a program you do not recognise and it is not part of the standard WINDOWS 10 environment, check with an IT professional.*)
- Only have the necessary programs running on startup
- Run virus checks regularly
- Keep the laptop centred on your desk when in class & not close to the edge of the desk if possible
- Use built in Windows features such as power saver and screen dimming to conserve battery
- Don't carry your laptop around by the screen. Have it folded when transporting it at all times & in a <u>robust case</u>
- Keep your laptop out of dusty environments & areas with extreme temperature conditions
- <u>Take care</u> when plugging in drives like USB drives and power supplies

ICT recommend all student have a protective carry case for their laptop and students keep food and drink sealed if it is being stored near the laptop (ie School Backpack)