Take care of your device

To ensure reliable device function, certain basic rules must be followed. Students are responsible for the care of their device.

General Precautions:

- No food or drink is allowed next to your device while it is in use.
- Drinks or other liquids are not to be carried in the same bag as your device.
- Never remove plugs or cords by tugging at the cable. Cords, cables and other devices are to be inserted and removed carefully.
- Students must not carry the device with the screen open – unless directed by a teacher.
- Ensure the battery is fully charged each day.

Carrying the Device:

- Screens must be closed prior to transporting the device.
- Devices should always be carried within their protective sleeve.
- Carry the minimum amount of paperwork in the same carry bag as the device to prevent pressure on the screen.
- Students must not carry drinks or other liquids in the same bag as the device.

Screen Care:

- The screen can be damaged through pressure.
- Do not poke at the screen.
- Do not lean on the device when it is closed.
- Do not place anything on the keyboard before closing the lid.
- Do not place anything in the carry case that could press against the cover.
- Clean the screen with a soft dry cloth or anti-static cloth.
Take care of yourself

To ensure a safe and comfortable working environment, students should consider the following points both whilst at school and at home.

Students are advised to:

- Take regular rest breaks.
- Not use their device for more than 2 hours in one session.
- Ensure there is no glare on their screen.
- Angle the screen to ensure an ideal viewing angle.
- Consider the ergonomics of their work area.

Ergonomic Posture:

- Use the device on a desk.
- Use chairs that promote good posture.
- Try to maintain a neutral seating position where there is an angle of 90° for ankles, knees, hips and elbows and hands in alignment with wrists.
- Take breaks to stretch and relax tensed muscles.

Prevent Eye Strain:

- Ensure there is no glare or reflection on the screen.
- Ensure there is adequate lighting.
- Position the screen for comfortable viewing.
- Adjust screen colours and brightness to prevent eye strain.
- Increase font sizes if having difficulty reading.
- Relax your eyes by focussing on a distant object for a few seconds.
- Further information on correct posture and device use can be found at: