Taking care of your laptop

Encourage your child to look after their laptop. After all, it’s about the most important tool they’ll have in high school. Here are some tips:

Moving around
- Treat the laptop like you would your wallet. Don’t leave it lying around. Avoid leaving it in the car, or if you must, lock it in the boot.
- Carry the laptop inside your school bag when travelling to and from school. To help prevent theft or damage, avoid using it in public.
- Be sure nothing is stacked or thrown on top of the laptop.
- Tell the school immediately if the laptop needs repairs, or is stolen, lost or damaged.

Using your laptop
- Don’t drop the laptop, get it wet, or leave it outdoors. Avoid using it with food or drink.
- Put the laptop on a solid surface if you are using it for a long time. Resting it on a pillow or other soft material might block the airflow vents and cause it to overheat.
- Use a soft cotton cloth, like a handkerchief, to clean the screen.
- Take care not to leave anything, like a pen, between the screen and the keyboard when closing the laptop.

Remember: recharge!
- Recharge the battery each night. While charging, place it on a hard surface like the dining table or kitchen bench. Don’t charge it near water.
- When using or charging the laptop, it’s normal for the bottom of the case to get warm.
- Take care with the charger. Don’t step on or yank the cord.
- Unplug the laptop if there’s an electrical storm.

1 Sit on a chair at a desk. This is especially important if using a laptop for longer than 30 minutes.
2 Keep a good posture. Adjust the chair and laptop for a “neutral” posture. This means ankles, knees, hips and elbows are at about 90-degree angles and hands are in line with wrists.
3 Relax arms, neck and shoulders. Most muscle strain centres on arms, neck and shoulders so try to keep these relaxed. Typing and using the mouse should be light, and hands and arms rested when not typing.
4 Don’t sit too close to the screen. Sit about arm’s length from the screen, depending on individual eye conditions.
5 Take regular breaks. Take five minutes out of every 30 minutes to rest both eyes and muscles. Stand and walk or change position to do other things like reading. Look at an object about 10 metres away for 20 seconds.
6 Make sure there’s enough light. Work where lighting is sufficient and make sure your screen is free from glare.