

1 to 1 Device Best Practices

As we come into the summer months we are assessing our devices and looking at improving the way we handle them. We currently insure all student devices with Worth Avenue insurance. They have been very good to work with as they repair or replace our devices as needed for almost every circumstance. We are only two years into a four year adoption and unfortunately our damages continue to rise. I believe in many cases it is accidental, but there seems to be a growing number of breaks due to negligence or intentional damage. We would like to share some best practices that families and students should follow to keep devices in good working order.

Device Cleaning -

- Use a soft microfiber cloth dampened with water or a baby wipe (dye-free, fragrance-free) that is squeezed out so they are not dripping. The important thing is that they do not have chemicals in them. **Make sure the device is turned off when cleaning!**
- Not Clorox Wipes, not isopropyl alcohol.

Device Handling -

- All devices should be in their cases. There is no reason to remove them from the case. iPads should be carried with 2 hands. Chromebooks should be in the carrying case, strapped in, and held securely by both handles or the shoulder strap. Many devices have been damaged removing or returning them to their cases.
- Chromebooks are not to be swung around by the handles or tossed it in the air while carrying it. Nothing should be in the case where the Chromebook is, except the Chromebook. (no papers, pencils, or pens)
- Devices should never be left on the floor at any time. The device should be either put away when finished or at least put up on a counter or desk. Ideally each device will have an area where it is kept at home where it can be plugged in to charge each night, preferably **not in a student's bedroom.**
- Devices on desks or counters should be fully on the surface and not hanging over the edge which could cause it to accidentally fall.
- Students should refrain from putting their devices in their backpacks. We've seen a lot of breakages from students doing this and then sitting, kneeling, or leaning against their backpacks causing pressure cracks in screens and actually bending some of the devices.
- Devices should not be left on couches, sofas, chairs, etc. (these are common sitting places and result in breakages)
- Devices should not be left in areas of extreme temperatures (hot or cold) like the car.

- All food and drink should be kept away from devices to both keep accidental spills from damaging the device and to help keep them clean. Dirty screens are a contributor to touch screens not working properly.

Device Chargers -

- We've experimented with various chargers and found that only Apple brand chargers work efficiently with iPads and don't cause problems with the device. Please don't try and charge them with anything but a school issued charger.
- Chargers need to be kept at home and in a designated safe place to help avoid losing it or damaged due to pets.
- When chargers are disconnected from the devices, do not just grab the cord and give it a tug. Carefully hold the device securely and grasp the Lightning Connector or the L-shaped connector for the Chromebook and disconnect it without bending it in any direction.
- Chromebook USB ports should not be used to charge other devices, like cell phones. This can cause damage to the Chromebook battery.