



# Looking after your equipment

You are responsible for keeping your laptop or tablet safe, however we know that accidents can happen. Below you will find some important information about how to keep your equipment safe. It is important that you follow these guidelines so we can fix your equipment if an accident does happen.



## Your equipment must be kept in a protective case

- All tablets must be in a protective case at **all** times even when not in use at school or at home.
- laptops should be in a protective case when not in use.
- It is important to keep your equipment protected as wear & tear of the equipment is not covered. For example, if a button should fall off without any impact or other visible damage this would not be covered.

## When you're not using them, keep your equipment in your bag

- When moving about the school carry your device in a bag that has been fastened, not in your hands.
- When placing the equipment in the bag, a water bottle should **not** also be in the same part of the bag.
- When your equipment is not in use, even at home, it should not be left unattended on the floor even if it's in your bag.



We hope that you find this useful, but should you have any queries please do not hesitate to ask your school representative.