



Loaner Laptop Care Guide for the TC Student Success Program

Taking care of the laptop loaned to you by the Texarkana College's Student Success program is essential to ensure its longevity and optimal performance. Follow these best practices to maintain the laptop in excellent condition:

1. Cleanliness and Environment:

- Keep your laptop in a clean and dry environment, away from liquids, food, and debris.
- Regularly clean the screen and keyboard using a microfiber cloth and gentle cleaning solution.
- Avoid smoking, eating, or drinking near the laptop to prevent accidental spills and crumbs.

2. Transportation:

- Always carry the laptop in a protective case or laptop bag to shield it from scratches and impacts.
- Avoid placing heavy objects on top of the laptop bag to prevent pressure on the laptop.

3. Security:

- Don't leave your laptop in the car. Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash and grab thief.

4. Power Management:

- Use the provided charger and power adapter to avoid damage from incompatible accessories.

- Charge the laptop in a well-ventilated area and avoid using it on soft surfaces that can block airflow and cause overheating.

5. Data Backup:

- Regularly back up your important files and data to cloud storage, such as Microsoft's OneDrive cloud storage to prevent data loss.

6. Internet Safety:

- Avoid downloading or installing software from untrusted sources to prevent malware infections.
- Use secure and encrypted Wi-Fi networks whenever possible, especially for sensitive activities.

7. Heat Management:

- Ensure proper ventilation by using the laptop on a flat, hard surface to prevent overheating.
- Avoid blocking the laptop's air vents with objects that can obstruct airflow.

8. Ergonomics:

- Maintain good posture while using the laptop to prevent strain on your wrists, neck, and back.

9. Safe Shutdown:

- Always shut down the laptop properly using the operating system's shutdown option to prevent data corruption.
- Avoid closing the laptop lid while it's on to prevent overheating.

10. Technical Issues:

- If you encounter technical problems, contact the Texarkana College IT support at 903-823-3030 or the student success program for assistance.
- Avoid attempting major repairs or hardware modifications on your own, as this could void the warranty.

Please remember the following:

1. Responsibility:

- a. As a borrower, you are responsible for the care, upkeep, and safekeeping of the laptop and all its components.
- b. You will be required to bring your laptop in for check-in every 8 weeks for the duration of your loan.

2. Loss or Damage:

Losing the laptop or any of its parts, as well as any damage that occurs due to negligence, will result in you being billed for the cost of the laptop and its components.

Keep in mind that proper care and responsible usage will not only keep the laptop you borrowed in good condition but also ensure that it remains available for other students in need. By following these best practices, you'll contribute to the longevity and effective use of this valuable resource.