



Topeka SAS Device Care Instructions for Loaned Computing Devices



Security and Care

- Know where your device is at all times.
- Always carry your device with two hands.
- Do not set pencils, pens or anything on the keyboard that can crack the screen.
- Keep food and drink away from the device.
- Keep your device safe by not slamming, hitting, or dropping the device.
- Never leave your device unattended.
- Put away the device in a safe place when not in use.
- Have clean hands when using the device.
- Do not loan your device to anyone.

Responsibility

- If damage occurs, report the damage to the school administration within 24 hours or as soon as possible.
- **Replacement cost of a Chromebooks is \$250.**
- **Replacement cost of an iPad is \$400.**

