

SAFE USE OF ANY LAPTOP, CELL PHONE OR TABLET (WITH A LITHIUM BATTERY)

Laptops, including Chromebooks, may have the air vent on the bottom of the computer. This air vent allows for circulation within the machine and helps keep the machine cool. Covering the air vent can start a fire.

PRECAUTIONS:

- Always use the correct cords and connections—never mix power chargers from devices unless recommended by the manufacturer
- Be sure the cord connectors are not on a soft surface
- Is the connection between the cord and the converter completely plugged in?
- Do not allow liquid around the connections
- Check cords for damage and do not use a damaged cord
- Never use the laptop or store a laptop that has been in use on soft surfaces, such as:
 - Blankets
 - Carpets
 - Sofas
 - Towels
 - Your lap
 - Other soft surfaces
- Use the laptop on a hard surface, such as:
 - A table
 - A cutting board large enough to extend beyond the surface of the computer



SAFETY PRECAUTIONS SHOULD A FIRE OCCUR:

- Call 911 immediately
- If possible, without putting oneself in harm's way:
 - Unplug the laptop
 - Remove nearby combustibles
 - Use an ABC dry chemical fire extinguisher or water to extinguish flames
 - Move the device outside or into a sink (to add water)
 - Monitor the device for reignition
- Always return the fire damaged computer to the district; do not try and use it again

STORAGE:

- After use, leave it on a hard surface until cool
- Store where it is not subject to extreme heat or cold
- Laptops are an easy target for theft; please secure them when not in use

Be sure to read any policies that come from your entity with the laptop or other device.