



# Laptop Best Practices



Sign in with your full, school board Gmail address.



One user per laptop.



Make sure the laptop is connected to the correct network: ACPS\_Production.



Reboot your laptop daily to ensure updates are installed. Properly shutting down, charging, and rebooting the laptop daily ensures quick updates.



Before testing, the laptop should be used regularly for a day or two to run important updates. Always reboot the device on a day of testing.



If a laptop is not behaving properly, rebooting it is the first course of action to troubleshoot.

If none of the above helps with a laptop issue, submit a KACE ticket with the serial number for fastest resolution.