

# How to Clean District Computers, Laptops, Tablets (iPads), and Other Technology

District technology tools are made with a variety of materials. To get started, here are some tips that apply to all products:

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Spray cleaners directly onto the cloth and not on the device or equipment.

## What cleaning tools can be used to clean district technology?

- A special concentration of the district cleaner “PERDiem” (or similar product) will be provided in specially marked spray bottles that should be used only with district technology devices.
- Appropriate soft cloths will be provided for cleaning district technology devices
- Please do not use any other cleaners or cloths other than those provided
- A spray bottle and cloth will be provided with each computer lab / mobile cart

## Is it OK to use a disinfectant or cleaning wipes on district technology?

In an emergency situation, the district 70 percent isopropyl alcohol wipes or Clorox Disinfecting Wipes may be used – these are available in very limited supply. Gently wipe the hard, nonporous surfaces of the device, such as the display, keyboard, or other exterior surfaces.

## Procedure for Cleaning District Technology

1. Teachers will distribute mobile technology to students as needed – do not allow students to directly access technology from the carts.
2. If using desktop computers, assign students to specific computer workstations to ensure that computers can be cleaned at the end of the student use.
3. After the student has finished using the technology and prior to putting any mobile technology back into the cart, the technology needs to be cleaned by the teacher.
  - a. Obtain a clean cloth and the cleaner from the supplies provided
  - b. Saturate, but not soak the cloth with the cleaner – the cloth should not leave moisture behind while wiping.
  - c. Gently wipe the hard, nonporous surfaces of the devices, such as the display, keyboard, mouse, or other exposed exterior surfaces – do not remove cases from district iPads.
  - d. Re-apply cleaner to the cloth as needed to complete cleaning all technology used during the class.

- e. After completing the cleaning of all district technology, place the used cloth into the container provided and return the cleaner container so that everything is ready for cleaning by the next teacher.
4. After students are finished using district technology, students will complete proper handwashing technique.
5. If using district mobile technology, teachers will replace the technology in the cart – do not allow students to directly access technology from the carts.

**Anything special about district iPad tablets?**

iPads have an oleophobic coating on the screen; simply wipe iPad's screen with the provided cloth and cleaner using the procedure listed above. Other cleaning products or methods can impact the ability of this coating to repel oil and may scratch the screen.

**The case on the iPad does not and should not be removed - clean the exterior of the case and the exposed glass surfaces only.**

If you have any questions, please contact Michael Haworth for further information.