

1.) **Leave your computer powered on (do not Shutdown).**

We send out updates at night and during the weekend. If your computer is not on, then all those updates start downloading when you turn on your computer Monday morning! This slows down your computer and everyone else on the network. You can turn off the power to your **screen**. However, most screens go into sleep mode to save energy while not in use. We understand laptops cannot always be left on or connected to the network. In that case, just be aware your laptop may be slow after being disconnected from the network.

2.) **Log out of your computer at the end of the day.**

You should also lock your screen when you leave your desk for a long period of time by pressing <Ctrl>+<Alt>+, then click Lock Computer.

3.) **Reset (reboot) your computer once a week.**

It is a good rule of thumb to reset your computer once a week to clear system memory and to install updates. At the end of the day, click Start > Shutdown > Restart. Your computer will restart and be ready to log in the next morning.

4.) **Do not share your password or let someone use your computer under your login ID.**

This is for security reasons and to protect you from someone violating City policy using your ID.

5.) **Nothing is private.**

Your computer is property of the City of Newton and subject to public information laws.