

## Computer Use Policies and Expectations

### **1. You will each have a laptop assigned to you. Don't mess with anyone else's computer.**

- It is your responsibility.
  - Take care of it
  - Keep it charged
  - Keep it organized
- Keep it stored and plugged-in in your advisory
  - Shut down and plugged in to correct slot
  - Take care of your slot too
  - Plugged in at break, lunch, and end of day

### **2. Have your computer with you in every class**

- If you forget it or forget to charge it you may or may not be able to go get it. You may have to just use paper and pencil and add it to typed work later
- When you come to class you need regular materials (binders, pencils etc) and laptop.
- Laptop should be on but shut. Don't open it until you are asked to.
- Laptops are not to be used outside of class time.

### **3. Responsibility: the same behavior rules apply to you when on the computer as they do in regular life activities.**

Behavior Examples:

- Chatting in class out loud = chatting/emailing on computer: no
- Reading your magazines during class =checking other websites: no
- Talking/typing about others when they are not a part of conversation: no
- Doodling or writing notes in class = playing with images, backgrounds, photos or emailing: no
- Participating in discussions and classroom activities with others: yes
- Searching for things using safe searches and/ or sweet search for an assignment: yes

### **4. Proper use of information and technology in your work**

- Always use a safe search and use reusable material
- Always cite your sources
- Anytime you accidentally end up somewhere you shouldn't be tell teacher immediately
- Always save frequently and do it in two places.
- Always have your work backed up... Google doc, word, email, copy and paste

### **5. Basics and Tips**

- Mrs. Howell's room use airport 402
- Mrs. Kelly's room use airport 415-414
- Password is always cougars1
- Anytime using a classroom account (prezi, animoto etc...) always name your project: first name, last initial and assignment title.
- Print to Xerox Phaser room 410 unless told otherwise
- Ask before you leave to get printed material
- If something is not working always try to save, shut it down and then restart.