

Student Laptop Rules and Guidelines

Campus Guidelines:

- To avoid detention, bring your fully charged laptop and charger to class daily.
- Computers are not allowed out at lunch, nutrition, recess, or before school.
- Downloading non-educational games, cartoons, movies, etc., is forbidden.
- Accessing and/or downloading inappropriate materials on the Internet will result in a detention, Saturday school, or in some cases suspension.
- Personal music may be downloaded only if purchased.
- Backing up documents is your responsibility and should be done regularly.
- The server may be used to back up school documents only (no music or movies).
- Cyber bullying is prohibited and will result in a meeting with your parents and the administration.
- Do not share your laptop password with other students.
- Computer use in the classroom is by teacher invitation only.
- Do not place stickers on the laptop.
- To avoid damage to your laptop, no liquids or food should be on your desk (at school or at home).

Technology Media Service Guidelines

The rule...	And why we have it...
Always carry your laptop in its bag/case.	The case helps protect your laptop from damage if it is dropped.
Charge your laptop on a hard, flat surface, not in the case or on a soft surface (bed, sofa).	Charging your laptop on a soft surface can block the vents, cause the fan to overwork, and cause the laptop to overheat.
Hold the charger cable but the connector (not the cable) when connecting to or disconnecting from the laptop.	This protects the cables inside from separating and exposing wires which can cause an electrical short and physical harm.
Do not touch your LCD screen.	The screen is not a touch screen and applying too much pressure can crack your screen.
Do not open your laptop beyond a 90-degree angle, and always close the lid gently.	The hinges can be broken if it is opened too far causing the screen to be loose.
Locking the screen or desktop is not allowed.	Students should have nothing to hide so when your laptop is out and being used in class the desktop should be visible and the account should be signed in. If you are not using your laptop for schoolwork during class please put it away in your bag to avoid accidents.
Do not change any system settings (e.g., Internet browser, Desktop Background, invisible folders, screen savers).	The technician must be able to quickly find files and settings in order to resolve your issues. When you change a setting it may cause problems with your programs or browser. All settings have been set in place by the District already to ensure you have a functioning computer.