

# 2017 – 2018 Student Laptop Privilege Guidelines

- 1. Laptops can only be used with teacher permission as these are teaching tools for their classroom.***
2. Please always handle the laptop with two hands. One on each side.
3. Please always have clean hands before using your laptop.
4. Please remove all food and liquids from your desk before using the laptop.
5. Please make a single file line when picking up your laptop from the cart and when returning it so accidents don't happen.
6. Please open your laptop to the letter L, gently turn it on, and patiently wait for the laptop login screen to open.
7. Please don't change the blue screen. We will be checking laptops and ask you about changes that you make without permission.
8. Please don't write on or put items on your laptops.
9. Please don't apply stickers to your laptop.
10. Please only print necessary documents as the system does keep track of your usage.
11. Only go to appropriate sites as we can check your machine. If you open an inappropriate site by mistake please notify your teacher immediately.
12. Please only use your machine.
13. Laptops must be shutdown each time they are placed in the charging cart. Laptops not in use for more than 15 minutes should be shutdown to preserve the battery life to get you through the school day.
14. When plugging your laptop into the charger, please check to make sure the charging light comes on and that the charging cord does not get pinched in the laptop cart doors when the doors are closed.
15. Your teacher may take away your laptop privileges at any time if they feel you are not using this tool appropriately.
16. Laptops may not be taken home or removed from the classroom. These are available for classroom usage only.

**Thank you and have a great year!! ~ Ms. Eastman**