

Student Expectations for Laptop Use

**Do:**

* Follow your teacher’s directions when taking the laptop from the cart.
* Find your laptop with your number.
* Use only the laptop that the teacher assigned to you
* Unplug the power cord careful.
* Carry the laptop with 2 hands
* Walk slowly and carefully when carrying the laptop
* Place the laptop securely on the middle of your desk.
* Make sure your hands are clean and dry before using the laptop
* Login on your laptop with your username and password.
* Never give out your username and password
* Ask your teacher for permission before printing
* If there is a problem with the laptop – Use Ask 3, Then Me:
* Try to problem solve three different ways
* Ask 2 other classmates to help problem solve
* Ask teacher
* Save your documents in the appropriate location
* Take turns if you are with a partner (Only one person should have their hands on the keyboard at one time.)
* Correctly shut down the computer when finished
* Return laptop to the appropriate shelf in the cart when finished

**Don’t:**

* Touch the screen with your hand or any other object (If the screen needs to be cleaned, contact your teacher.)
* Place your pencil or any other object on or around the keyboard
* Lift the laptop by the monitor
* Use the laptop near liquids
* Eat or drink while using the laptop
* Save in the wrong location
* Print without permission
* Change the settings on the computer