

# Student guidelines for in-school laptop use:

## **Do:**

- Use only the laptop that has been assigned to you
- Walk slowly and carry the laptop with 2 hands
- Place the laptop in the middle of the desk
- Make sure your hands are clean and dry before using
- Correctly log on with your username and password
- Correctly shut down or log off when finished

## **Don't:**

- Touch the screen with your hand or other objects
- Lift the laptop by the monitor
- Eat or drink while using the laptop
- Change the settings on the computer
- Play games or listen to music

*\*Disciplinary guidelines will be followed for inappropriate computer use or computer damage.*

