

# Computer Use Guidelines

## Computer Use Guidelines

### Protect yourself

- ❑ Keep your personal information personal.
- ❑ Don't share your name, address, phone number, email or any other personal information.
- ❑ Don't share photos of people.
- ❑ Keep your password private even from friends.

**REMEMBER ---  
SAFETY FIRST**

### Protect the equipment

- ❑ Keep magnets away from digital equipment and media.
- ❑ Keep food and drinks away from electronics.
- ❑ No items on electronic equipment.
- ❑ Keep items away from the edge of surfaces.



### No inappropriate material allowed

- ❑ Do not share material that is offensive to others.
- ❑ Turn off inappropriate images or messages if they appear on your screen and notify the teacher.
- ❑ Do not bypass security features.

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### Courtesy Rules

- Priority goes to a student working on science.
- In groups, be certain everyone has an opportunity to work.
- Teach everyone how to use the equipment and software.
- Only listen to music when given permission.
- Use headphones for individual listening.

REMEMBER ---  
BE  
RESPECTFUL

### Questioning Rules

- Be student mentors
- If you have a question about using the equipment or software, use the help files.
- If that does not work, ask your partner.
- If that does not work, quietly ask your neighbor.
- Finally, ask the teacher.

### Time Usage Rules

- Access the Virtual Classroom before or after class.
- When an assignment calls for computer use and you have been excused from your seat or given teacher permission, you may use the computers.



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This is a file that I have printed in color to hang on the walls near the computers in my room. I took the idea from assignment 5. I had been wondering what tool I could utilize in the classroom to be a continual reminder to my students for computer usage. The other idea was to create a background that would be on each computer at log-in. That was a little too busy, but I am working to refine it for the future. I have not had a lot of problems to date with the students, but the material covered on the flyers deal with the common issues.