

**As a student in Mrs. Davis’ class, I have the *privilege* of using the classroom computers. I will lose this *privilege* if I do not follow these rules.**

**LAPTOP MANAGEMENT:**

1. I will make sure my hands are clean before I use the computers.
2. I will treat the computer in a gentle manner.
3. I will keep my desk clear of any food or drinks when using the computer.
4. I will carry any laptop with TWO hands and walk SLOWLY.
5. During group activities-discussions, I will turn my screen sideways so I can interact with people around me.
6. I will close the lid when Mrs. Davis is talking so I can listen to directions. I will also make sure my lid is down or asleep when anyone else is presenting.
7. I will only work on the programs I was told I could use.
8. I will share the computer with my partner (when necessary).
9. I will only use my assigned computer.
10. I will make sure my computer is properly shut down and after I am finished using it. I will return and plug in my laptop to the laptop cart after I am finished using it.

**STUDENT SAFETY:**

1. I will not enter any personal information and-or create an account online unless it is under the supervision of my parents or Mrs. Davis.
2. I will not communicate with strangers online.
3. I will treat people with respect and dignity.
4. I will report abusive or offensive web sites to your parents and teachers.
5. I will protect my user name and password. Do not share this information.
6. I will carefully select the web sites I visit with your parents' help.
7. I will always check with an adult before downloading or installing anything!

**COMPUTER SAFETY:**

1. I will not download anything to my computer without Mrs. Davis’ or my parents’ permission.
2. I will not open, delete or change anyone else’s files.
3. I will only press the necessary buttons.
4. I will ask what I should do to any “pop ups” that appear on screen.
5. I will immediately close any program if anything inappropriate comes up.
6. I will not touch the computer screen.

**I HAVE READ AND UNDERSTAND THE COMPUTER RULES. I WILL FOLLOW THEM TO THE BEST OF MY ABILITY AT ALL TIMES. I HAVE DISCUSSED THESE RULES WITH MY PARENTS.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s signature Parent’s signature**

**\*\*\*MRS. DAVIS CAN AMEND ANY RULES DURING THE YEAR GOES AND IF OTHER ISSUES ARISE.**