

Student Guidelines

Laptop Lab Dos and Don'ts

Do:

- Carry the laptop with 2 hands
- Close the laptop before carrying it
- Walk slowly and carefully when carrying the laptop
- Place the laptop securely on the desk and not hanging over the edge of the desk or on a crack between two desks
- Make sure your hands are clean and dry before using the laptop
- Ask your teacher for permission before printing
- Use only the laptop that the teacher assigned to you
- Return laptop to the appropriate shelf in the cart when finished
- Notify your teacher immediately if there is a problem with the laptop
- 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
- Follow the District Acceptable Use Procedure when using the laptop
- Touch the touch pad gently

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