

# Digital Classroom – Rules - Student use of Laptops

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## General

1. Laptops must be checked in and out by number shown on the checkout sheet. Students may only use the device assigned to them.
2. No food or drinks allowed near the laptops.
3. Turn computer on – power button is the round button on top right of keyboard or on the right side.
4. Students must remain in seats while laptops are in use.
5. If students need to move the device around the classroom, the device should be closed and held with both hands. Never hold the device by the screen. When devices are held by the screen, the hinges break.
6. Laptops may be used only for the educational purpose intended by the teacher.
7. Do **not** touch the laptop screen with dirty, sticky fingers, or any other objects.
8. If using computers without the power cords watch the “charge level” on the upper right of the menu. Notify teacher if charge gets below 20%.
9. No student may leave the classroom at the end of the period until all laptops have been returned to the cart and accounted for. Students must remain seated until dismissed by the teacher – not the bell.

## Printing

1. Do not print without the teacher’s permission.
2. Do not waste ink or paper – print only what you need.
3. Do not print materials unrelated to class assignment.
4. Remain seated and teacher will bring printed materials to you.

## Finishing Up/End of Day

1. Computer must be seen by the teacher to check for any damage or missing keys before students put computers away.
2. Before being signed in by the teacher, students must:
  - a. Close all applications being used
  - b. Choose shutdown
  - c. Have the teacher check your computer **after** the screen has gone black
  - d. Replace laptop to the proper slot of cart making sure the number on the laptop matches the number in the cart slot
  - e. Return to seat and await instructions by the teacher

**\*\* You must notify the teacher if you have any problems with the computer\*\***

**Carts and laptops are numbered. Make sure the cart has the exact number of laptops in the correct slots.**