

# Rules For Laptop Use

As a student in Mrs. Blumer's class,  
I have the privilege of using the classroom laptops.  
I will lose this privilege if I do not follow these rules.

## **Laptop Management**

1. I will make sure my hands are clean prior to using the computer.
2. I will carry the laptop with TWO hands and walk SLOWLY.
3. I will treat the laptop in a gentle manner.
4. I will keep my desk clear of any food and/or drinks when using the laptops.
5. I will leave my computer in the CENTER of my desk at all times.
6. I will 45 my screen when Mrs. Blumer is talking so I can listen to directions.
7. I will ONLY work on the programs I was told I could use.
8. I will share the computer if working in assigned groups.
9. I will only use MY assigned laptop unless working in groups.
10. I will return and plug in my laptop to the laptop cart when directed.

## **Student Safety**

1. I will not enter any personal information and/or create an account online.

## **Laptop Safety**

1. I will not download anything to my computer.
2. I will only press the necessary buttons needed to complete the task.
4. I will ask what I should do to any "pop-ups" that appear on my screen.
5. I will IMMEDIATELY close any program I am using if anything inappropriate comes up on my screen by accident.
6. I will not touch the computer screen.

## **Discipline Procedures**

1. Verbal Warning to get the child back on task and focused.
2. Lose privileges for the rest of the day, paper-pencil is the alternative. Minor slip issued
3. Lose privileges until it is determined the child has demonstrated an increase in responsibility. Minor slip issued in the same category AND phone call home.
4. 3 minor slips of the same category will turn into a Major offense. Office referral
5. Any careless destructive damage to the laptop will result in an automatic Office referral and a Major slip will be issued. This could result in termination of the laptop for the remainder of the school year.

**I have read and understand the laptop rules.  
I will follow them to the best of my ability at all times.**

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Student Signature

Date

**I have read and discussed the classroom laptop rules with my child.**

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Parent/Guardian Signature

Date