

Reiche School Computers: Student Expectations

1) Acceptable MacBook Use:

Before I handle and use my laptop:

- My hands will be clean and dry.
- I will make sure that the desk or the table where I work on my laptop is clean and cleared of stuff, and ready to turn into my laptop workstation.
- I will always make sure that my laptop workstation is away from all liquids, food, sticky messes, and magnetic things.

When I carry my laptop to and from the cart:

- I will use two (2) hands to carry my laptop so that I don't drop it and break it.
- I will keep the laptop lid closed when I carry it.
- I will carry the laptop close to my chest with my hands folded over it so that I won't drop it in case someone accidentally bumps into me.
- I will not carry anything else, just my laptop.
- I will put the laptop safely on my desk or the laptop workstation my teacher has assigned to me.

When I use my laptop:

- I will stay on task and listen carefully to my teacher's directions.
- I will let my teacher know immediately if there is a problem with my laptop.
- Only one person uses the laptop keyboard, me. When I share it with others or help someone we need to be patient and take turns. This way, we will avoid crowding that may cause my screen to change, losing my work, or accidentally pushing and crashing my laptop onto the floor.

To help prevent laptop accidents, to keep it safe:

- I will only use the laptop on my desk or a table, not on the floor or my lap.
- I will never eat or drink anything when I use my laptop because liquid spills and crumbs will seriously damage the laptop.
- I will not carry the laptop anywhere except to and from the cart, unless my teacher asks me to. When my teacher asks me to move or carry my laptop back to the cart I know that first I need to close the laptop lid gently before I safely carry it with me using both my hands.
- During laptop time in the classroom I will try to get up from my laptop workstation as little as possible.
- I will never leave my laptop somewhere on the floor especially near backpacks or coats because people may trip and accidentally step on it and break it.

Keeping the laptop in good condition so that it works for me and other students:

- When I use my laptop my **hands are clean and dry!**
- I know that I am sharing my school laptop with other students and will not purposely change any laptop settings and appearance, like the screen wallpaper.
- I will follow my teacher’s directions so that I know when I need to turn my laptop on or off.
- I know that it is very important to be very gentle with the laptop **screen**, it is soft and very fragile, and that without the screen a laptop is useless. So,
 - I will not touch the screen with my fingers, fingernails, or any sharp objects like pencils or pens because - this will scratch or break the screen altogether. Instead, I will use the computer screen pointer if I want to point to or show someone else something on the screen.
 - I will not push and force the screen all the way back beyond the position where it is supposed to stop.
- I will never insert, put anything, especially metal items like paperclips, into any of the openings of a laptop because I could get a shock or break something inside.
- I will never lean or write on top of the laptop because the screen could crack!
- I will not stack anything on top of or underneath my laptop because this may also crack the screen.

Saving my work and quitting applications:

- I know that it is important to follow my teacher’s directions at the end of the class so that I have time to save my work and do what I need to do to get the laptop ready for its next user.
- I know that if I don’t listen to directions I may not have time to save my work and lose it.
- I know that I need to quit the application(s) I used, like Safari or KidPix, before I can log out, close the laptop to put it to sleep or to shut it down. If I don’t do this, I know that my laptop may not go to sleep, shut down, or do what I have asked it to do like saving my work. I understand that I need to ask my teacher’s help if this happens so that the student who uses the laptop next will not lose laptop time.

Student Name _____ Teacher _____

I have read the acceptable laptop user rules and understand what my responsibilities are to keep my laptop safe.

My laptop number that my teacher assigned to me is _____. I will use the same (this) laptop every time my teacher uses the cart with my class.

Student Signature _____ Date _____