

## Laptop Procedures

1. Bring the laptop to school each day with a fully-charged battery.
2. When in use, keep the laptop on the desk (not on your lap).
3. Do not pick up or carry the laptop by the screen.
4. Follow all teacher directions about the use of laptops in the classroom.
5. Music/games/videos/television shows are not permitted during class unless given specific permission by teacher/administrator.
6. Always backup files; your network storage should be on P drive. Consider backing up to flash drive, google drive, the cloud, etc. The “computer crashed” and lost files are not acceptable excuses for not turning in assignments on time.
7. Accessing online sites or materials that are inappropriate for school purposes is not acceptable behavior.
8. All of the following guidelines from the “Student One-to-One Handbook” along with the Lower Dauphin Technology Use Agreement should be followed. Failure to comply with these procedures will result in a disciplinary referral.