

St. Clare/St. Paul



School

St. Clare St. Paul School Chromebook & Laptop Guidelines for Students

These guidelines have been developed to prevent accidental damage to the Chromebooks, and to ensure that students are using them safely for educational purposes. Guidelines will be strictly enforced in all areas of the school.

- ALWAYS use the Chromebooks/laptops placed on a flat surface (desk or table, never on a floor or lap).
- ALWAYS carry the Chromebook/laptop with the lid closed inside the classroom.
- ALWAYS keep all food, drink, and heavy objects away from the area where the Chromebook/laptop is located in order to prevent accidental damage.
- ALWAYS make sure the Chromebook is fully charged for daily use. All students are responsible for charging their assigned Chromebook.
- DO NOT LEAVE YOUR CHROMEBOOK UNATTENDED AT ANY TIME FOR ANY REASON.
- NEVER touch the screen of the Chromebook with fingers or any other object.
- NEVER close the Chromebook with anything on the keyboard as this may damage the screen.
- NEVER PLACE THE CHROMEBOOK ON THE FLOOR FOR ANY REASON.
- NEVER push the Chromebook screen back too far or pick the Chromebook up by the screen as this will cause a short in the screen.
- NEVER attempt to visit blocked sites or use the computer in a way that is not allowed in the SCSP Acceptable Use Policy.
- ALWAYS follow the rules of etiquette in all of your computer interactions-treat others as you wish to be treated.
- ALWAYS USE YOUR OWN CHROMEBOOK. DO NOT ALLOW OTHER STUDENTS TO USE IT BECAUSE EACH STUDENT IS RESPONSIBLE FOR DAMAGES TO HIS/HER OWN CHROMEBOOK.

Student Name _____
