



COMPUTER EXPECTATIONS

Your Responsibility

- The CCSD issued device is your responsibility--make sure you have the laptop **and** power adapter labeled with your name.
- Report issues with the device by submitting a help ticket at the kiosk in the media center. You will **not** be given a loaner while you wait for repair.
- Charge the laptop nightly at home and keep the laptop in its protective case.
- Bring device to school every day and do not let others borrow it.

On Campus

- The device will automatically connect to the CCSD wireless network while on campus.
- Your CCSD device should *always* be in silent mode (you are encouraged to bring your own headphones).

Your Teacher Rules!

- **Only use your CCSD device when given permission by your teacher.**
- **When using your device, follow all teacher directions.**
- **Laptop should be in the protective laptop case and on your desk, not your lap.**
- **Screen should be visible to staff as they monitor your work.**

Follow A.U.P.

- Follow all county **Acceptable Use Policies (IFBG-R)**.
- **Only record students/staff with their permission (this includes video and audio).**
- **Uploading to social networking sites and YouTube is prohibited.**
- **The CCSD device is for school use and assignments only.**
- **Do NOT login to your Gmail account on the school laptop.**
- **Do NOT use a proxy server to access prohibited sites.**

Take care of the device

- Keep food and drink away from the laptop.
- Close the cover when not in use (make sure it is clear of items).
- **Shut down** the device before leaving school or leaving home.
- Keep laptop in a secure location (off the floor).
- Laptop may be cleaned by spraying Windex on a microfiber and wiping it down. Never spray the laptop directly.