

Student Technology Policies, Grades 6-12
Nah Tah Wahsh PSA/Hannahville Indian School

Before You Enter the Lab:

- ☺ Clean hands. If your hands are dirty, you will be required to clean them.

Leave personal items in your locker, including:

- ☺ Cell phones
- ☺ iPods
- ☺ Media (CD's, flash drives, etc.)
- ☺ Headphones
- ☺ Food, beverages or gum

When You Enter the Lab:

- ☺ Sit in your assigned seat.
- ☺ Wait quietly for instructions.
- ☺ Keep your hands to yourself.

While You Are Working:

- ☺ Use your username and password only.
- ☺ Stay in your assigned seat.
- ☺ Do your own work.
- ☺ Raise your hand or use your nametag to signal for assistance.
- ☺ Ask before you print.
- ☺ Use the print command once. If your document does not print, ask your teacher for assistance.

Internet Access:

- ☺ Stay on approved websites. NO DOWNLOADING!
- ☺ No email unless for classroom instruction.
- ☺ No chat rooms or blogs.
- ☺ Never give out personal information.
- ☺ Ask permission before clicking "yes" to any prompt.
- ☺ If you stumble upon inappropriate material, minimize the screen and notify your teacher.

Before You Leave the Lab:

- ☺ Save your work.
- ☺ Exit the program(s) you are using and LOG OFF.
- ☺ Push in chairs.

~ OVER PLEASE ~

Student Technology Policies, Grades 6-12

Nah Tah Wahsh PSA/Hannahville Indian School

- ☺ Pick up papers, pencils, etc.
- ☺ If headphones were used, unplug them and put them in the box on the table by the door.

Respect the Equipment:

- ☺ If headphones are being used, keep the volume down.
- ☺ Do not roll around the room on the chairs.
- ☺ Don't twist or pull on cables.
- ☺ Do not personalize the computers by changing, adding, or moving:
 - Desktop backgrounds
 - Video/audio settings
 - Desktop icons
- ☺ Unauthorized tampering, deleting, manipulating, or damaging of programs or files is strictly prohibited.

Network Security:

- ☺ Do not share your password with anyone!
- ☺ If you forget your password, let your teacher know and she will contact someone to reset it.
- ☺ Save your work in your folder on the server. If you save it anywhere else (i.e. My Documents), you will lose it.
- ☺ Do not upload anything (programs, music, etc.) from the Internet or personal media to your folder on the server.

Emergency Situations:

- ☺ If you are going to be sick and cannot make it to the restroom, use the waste basket.
- ☺ Fire Drills
 - Stop what you are doing and line up at the door.
 - Exit out the door to your right and leave the building.
 - Stay together and walk down toward the driveway.
- ☺ Tornado Drills
 - Stop what you are doing, go out the door to the left.
 - Line up next to the wall.
- ☺ Lock Down Procedures
 - Stop what you are doing.
 - Line up along the cupboards and sit quietly on the floor.