



TECHNOLOGY SAFETY & EXPECTATIONS

EXPECTATION:

LAPTOP LEARNER

Face-to-Face Community:

- 1) Laptop fully charged
- 2) Working headphones
- 3) When necessary, recharge at charging station



Digital Community:

- 1) Digital Home Plan
(with parent)
- 1) Laptop fully charged
- 2) Working headphones



EXPECTATION:
LAPTOP CARE



1) Transporting Devices

- ❑ Computer Closed
 - ❑ Two Hands
 - ❑ Walking
 - ❑ Carry lunch and beverages separately (not in backpack)
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2) No Food/Drink

- ❑ No food near computer
- ❑ No beverages near computer

3) Placement

- ❑ Always rest computer a hard, flat surface
- ❑ Computer on top of all folders inside desk
- ❑ Safe spot at home (Digital Home Plan)

4) Clean Computer

- ❑ Hands clean before using computer
 - ❑ Clean off computer at end of day
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RULES

(APPLY TO ALL COMMUNITIES)

1) Use Kind Words

- ❑ Helpful Words
- ❑ No Put-Downs
- ❑ Positive Feedback

2) KAHFOOTY

Keep All
Hands
Feet and
Other Objects
To Yourself

(including personal information)

3) Use Supplies Properly

- ❑ Use all technology the way it is designed to be used
- ❑ Return all technology in the same condition
- ❑ Inform adult of any technology issues

4) Be Prepared to Learn

- ❑ Computer fully charged
- ❑ Working Headphones
- ❑ Focus on Tasks
- ❑ Use Actions to help Others Learn
- ❑ Follow CHAMPS

5) Follow Directions

- ❑ Do what adults or task asks the first time
- ❑ Ask questions if unsure

EXPECTATION:

DIGITAL CITIZENSHIP

1) Privacy / Safety

- Only share first name
(Don't share personal information or location)
- Use computer in designated areas
- Be aware of camera view
- Report unexpected issues to adults
- Keep passwords to yourself

2) Respect

- Communicate kindly with one another
- Respect each other's ideas and opinions
- Give proper credit when we use other's work
- Only share when given permission
- Stand up to cyberbullying

3) Balance

- Take Screen Breaks
 - Short breaks
 - Long breaks
- Budget time wisely:
(ask adult for help if needed)
 - Complete all subjects
 - First Words & Numbers
 - Then fun-features
- Avoid multi-tasking

4) Responsibility

- Use school-approved search engines & websites
- Use & share accurate information
- Model and teach digital citizenship