

FHTMS Technology DOs and DON'Ts

Do:

- Abide by the guidelines in the *FHTMS Student Handbook* and the district Network Access Policy (<http://district.sbschools.net/ite/forms/networkaccesspolicy.htm>)
- Use technology only for educational purposes in a safe, legal, ethical, and responsible manner
- Keep your personal information (e.g., birthday, password, address, phone #) private
- Handle technology gently and with respect
- Place books and other personal belongings on tables or the floor, away from computers
- Keep computer settings as you found them
- Let your teacher know if you discover any problems
- Use the microphone and/or headphones only when you need them
 - Otherwise, leave them hanging up
- When you're done using technology:
 - Reset your workspace:
 - Position the keyboard, mouse, etc. as instructed
 - Hang up the microphone and headphones
 - Push in your chair
 - Remove any papers, etc.
 - Log off or shut down, according to your teacher's instructions
- Immediately turn off the screen if you accidentally display inappropriate pictures, and notify your teacher
- Check the printer settings and use print preview BEFORE you print

Don't:

- Do anything that jeopardizes anyone else's happiness, safety, or privacy
- Consume food or drinks near computers
- Change the desktop, mouse cursor, etc.
- Install software without your teacher's permission
- Repeatedly send a document to the printer—if it doesn't print the first time, determine why
- Print color documents or documents with lots of black unless your teacher gives prior approval
- Use a personal device (e.g., a laptop or any wireless device) on the SBSB network unless it has been approved by the IT department (652-7050)

I have reviewed the *FHTMS Student Handbook*, the district Network Access Policy, and these DOs and DON'Ts, and I agree to behave appropriately. I understand that the use of technology and the Internet at FHTMS is a privilege, not a right, and that inappropriate use may result in loss of these privileges.

Student's Signature _____

Parent/Guardian's Signature _____

Date _____