

# COMPUTER PROCEDURES & ETIQUETTE

Mrs. Ogo

# ASSIGNED COMPUTER #

- DO NOT get someone else's computer #- You are responsible for yours. (write it down)
- That number will be yours ALL semester unless otherwise indicated by Mrs. Ogo (same for ipad).

# CHECK OUT PROCEDURES

- You will be called up in small groups to check out the computer (your assigned number)
- Please handle the computer carefully- hold with two hands. Do not open until at table.
- Keep computer clean and use gently

# TAKING CARE OF YOUR DEVICE

- No food/drink near computer
- Make sure your hands are clean/dry when using
- Keep screen clean with dry cloth
- Be patient with device- do not hit keys hard, repeatedly

# RESPONSIBILITY

- You are responsible for school internet guidelines
- Do not use for inappropriate things- district can and DOES monitor your accounts
- Unacceptable use can cause you to lose your computer privileges

# ON-TASK

- It is very important that you use your computer time wisely- stay on the task at hand- don't get distracted by other websites, applications or games/videos, etc.

# RETURNING YOUR DEVICE

- When cleaning up for the day, I will call students up to the computer cart to check them back in. Please wait to be called.
- Make sure to bring YOUR computer only- no piles. Make sure your computer is shut down properly and closed before you bring it up.
- Make sure to completely and carefully put your computer into the correct slot and PLUG IN

# GOOGLE DRIVE, CHALKUP AND GMAIL ACCOUNTS

- We will be using google drive, [www.chalkup.co](http://www.chalkup.co) and gmail accounts for many things this semester.
- After checking out your computer and logging in- please go to Chrome- [www.google.com](http://www.google.com) and create a gmail account that is appropriate for school. This account should include your first and last name and Kearnysct. For example:  
[jenniferogokearnysct@gmail.com](mailto:jenniferogokearnysct@gmail.com).



# PASSWORDS

- Please make sure to write your password down somewhere safe (just in case).

# CHALKUP

- Go to [www.chalkup.co](http://www.chalkup.co) and log in using the following code:  
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- You will see a discussion question on the front page- answer the discussion question for today. Please make sure to be appropriate and respectful with your answers.