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 responsibility 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 and gmail accounts for many things this semester.

• After checking out your computer and logging in- please go to Chrome- 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.
PASSWORDS

• Please make sure to write your password down somewhere safe (just in case).
• Go to www.chalkup.co and log in using the following code: ____________

• 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.