



Prepare, Engage, Relate

Norms for minding relationships with technology & each other

We use technology as a powerful tool for inquiry, research, collaboration, and presentation to provide all students with authentic and powerful learning experiences. Without the right care, however, technology can also be used to draw us away from schoolwork and each other. To help us maximize the benefits and minimize the drawbacks, we have developed the following set of norms --patterns of behavior regarded as typical in classrooms-- for laptop use.

Prepare for laptop use in your classes.

- Install the software and printer connections you need before they are needed for class. Students may load appropriate software on school-loaned laptops.
- Come to school with your computer fully charged and with the charging cable for use during the school day to recharge as needed.
- Make reasonable efforts to keep your laptop safe from theft or damage (especially from liquids) and store your laptop in a locked locker and not in unattended spaces when not on your person so you'll have it to use in class.
- Place your laptop squarely on desks to use them. Don't stretch cords across spaces where people move to keep your computer and others safe from harm.
- Ask for technical support when you are having trouble with your laptop.
- Save files in more than one place. Google Drive is a good place for one copy of your files since you can get to it from any networked computer.
- Follow teacher direction on the format and delivery method for assignments. Your teacher may want you to email Word documents to them, share documents via Google Docs, print out documents, submit them to an online class system like Haiku, or use some other method.

Engage in your learning.

- Work only on class work on your laptop when you are in class. Laptop use in class is restricted to class work assigned by your teachers. Other non-assigned use, including online shopping and playing games, takes your focus away from class.
- Attend to direction from teachers for acceptable laptop use at school and from parents/guardians at home. Don't assume that it is okay to have your laptop open to be engaged in class. There will be times when it should be closed.
- Show what you are doing on your computer when asked by teachers or parents/guardians.
- Follow teacher direction on the format and content of the notes you take on your computer for class. Trying to type everything said in class can keep you from thinking about the ideas being presented.

Relate to others in the community.

- Start with in-person, face-to-face communication with your teachers and classmates during the school day instead of electronic communication.
- Look away from your screen and make eye contact when talking to the people around you.
- Resist diverting attention to look at an incoming text, email, or answer your cell phone when communicating with others in the room.