

**Science Department**  
**Laptop Expectations/Instructions for Students**

Student Name (please print): \_\_\_\_\_ Block #: \_\_\_\_\_

1. No food or drinks should be out when Laptops are in use.
2. Be careful when using removable storage devices as the ports are damaged easily.
3. Teachers will monitor your work. Stay on task.
4. Never lift Laptops by the screen or carry a Laptop with the screen open.
5. Do not put pressure on the top of the Laptop when it is closed. Heavy objects should never be placed on top of the Laptops.
6. Do not try to clean the Laptop screen. Ask your teacher for help with this and he/she will use a special soft, dry microfiber cloth or anti-static cloth.
7. You will sign out the Laptop that has been assigned to you. You are responsible for the care of that Laptop. Your Laptop must be returned undamaged to the same location on the cart. Make sure your Laptop is plugged in.
8. You will log into the Laptop using our school issued Google Apps for Education account.
9. If you need to retrieve documents from a home account, then login to the device with your FCUSD login, logout of that Google Drive, then re-login using a personal Google account. Documents stored on FCUSD Google Drives are not shareable with Google accounts outside of FCUSD.
10. Never share your account passwords with others (except administrators).
11. Save your work frequently.
12. Do NOT save anything on the Laptop hard drive.
13. You may only use the applications that are already on the Laptops. Do NOT download any software or other programs.
14. You must follow all rules that you agreed to in the AUP.

Using the Laptops during class is a privilege. If you do not abide by the Laptop expectations, then you will lose your Laptop privilege.

If you lose, damage, or vandalize a Laptop you will have to pay to replace it. The approximate replacement cost is \$1,200.00

I have read/discussed the expectations for using and caring for Laptops. I understand my responsibilities and consequences if damage occurs.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Block: \_\_\_\_\_