

Do's and Don'ts for Staff

Do's and Don'ts

Use of School District Computer/Laptop

Don't eat or drink over the keyboard and mouse or blow smoke over your screens.

Don't let anyone else use a district computer. It is for your use only; not your spouse, child, friend, neighbor.

Do password protect the computer and data.

Don't store students' personal information on the computer.

All district computers are protected by district licensed anti-virus software. Don't disable, remove, or add your own anti-virus software.

Do use a wheeled briefcase or laptop carrier to organize, move and store your laptop.

Don't store personal information on your computer.

Do store the computer properly to keep it protected and clean.

Don't leave the computer in the car, especially in plain sight, or in hot weather.

Don't clean computer with household cleaning products.

Do back up your data on a CD, DVD, or Flash Drive.

Don't view obscene, offensive, or illegal material.

Don't install software without permission.

Don't put your computer on the floor. Computers are incredibly expensive vacuum cleaners. The fans that pull air through the case to cool that hot new processor, video card and hard drive are also pulling

all the
stuff that settles out of the air, and onto the floor, into your computer.

Don't let your pet sleep, lay or play next to your computer. This is another reason to keep your
computer
off the floor and on your desktop.

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