

UMS Student Computer Rules and Procedures

Rules

1. Treat the computer/bag/tag/charging cord with respect. Treat it as your own.
2. Computers should stay in cases at all times.
3. Use the computer appropriately.

Procedures

1. Your computer should never be put into another bag (backpack, duffle bag, etc). Heavy items in these bags can act as a “paper weight” and damage your computer.
2. Case – only computer and cord. NO books, binders, pencils/pens, calculators, etc. should ever be kept in the case. The carrying cord should be carried in the outside sleeve of your case. Exception – mice – You may bring a wired or wireless mouse of your own. The school is not responsible for any lost/damaged mice. Mice may be kept in the outside sleeve of your case.
3. Lunch/P.E. – kept in your school locker unless told otherwise.
4. School rules apply 24/7/365. Computer runs through school filter regardless if you are at school, home, grandma’s house in Ohio, etc.
 - LightSpeed filter send daily report to Mr. Maudlin and Mr. Brown on suspicious/inappropriate activity
 - Every website you go to is logged
 - Social media sites are blocked and therefore you are not allowed access.
4. Computer must come to school *fully charged every day*.
5. Bring computer to class unless your teacher tells you that it isn’t needed. In that case it must be kept in its case and in your locker.
6. Accidental versus intentional damage.

Decision will be made by Mr. Maudlin and/or Mr. Brown if the damage was accidental or intentional. If it is determined that the damage was intentional you will be fully responsible to pay for the cost to repair/replace the part(s) or the computer. If it repeatedly ‘accidentally’ damaged, you may lose computer privileges and/or be loaned an older, much slower computer
7. Powering up/logging in – computer should be kept in HIBERNATE

mode (NOT SLEEP mode) when not in use during the school day.
Computers should be SHUT DOWN when not in use in the evenings and on non-school days.

8. Storing your computer – Bags zipped shut and locked in your locker in HIBERNATE mode
9. Football/cross country/track/wrestling contests/practices at JGHS – secure storage location at JGHS – directed by you coach, Mr. Brown or Mr. Maudlin
10. Extra Curriculars – traveling to other schools – coaches will tell you of secure area to put your computer
11. What to do if my computer doesn't work/is broken...
 - On Line Help Desk from your computer, if possible.
 - On Line Help Desk from Media Center Help Desk computer, if unable to access it from your computer.
 - A. If your computer does not work correctly.... HelpDesk
 - B. If your computer has physical damage...report to office immediately (with staff member's permission) to see Mr. Maudlin or Mr. Brown