

USE AND CARE FOR JAMES WARD PROPERTY

Technology

- Chromebooks, iPads, Laptops should be treated with extreme care.
 - If carrying a piece of technology, it should be the only thing in student's hands
 - When in use, technology should not be left unattended on a floor
- Storage carts should remain neat at all times, with technology plugged in after every use.
- Teacher/designated students should check the cart frequently to ensure cords are neat and all technology is accounted for and plugged in (if possible, each day, but definitely at end of each week)
- Carts should be locked at the end of each day. **STUDENTS SHOULD NOT HAVE THE COMBINATION TO ANY TECHNOLOGY CART LOCKS.**
- At anytime, if a student logs on and finds another student's account open, **IMMEDIATELY LOG OUT OF OTHER STUDENT'S ACCOUNT.** When possible, if the other student is in the room, ask them to save any work and log out themselves. This is a matter of student privacy and safety. **NEVER** use another student's account to send or respond to messages.

Textbooks/Library Books

- Graffiti (any markings) is not allowed at James Ward.
- All textbooks should be covered to limit damage to the covers
- Students should not write on the pages or covers of textbooks or library books
- Students should not use textbooks as "writing surface" - the pen/pencil marks etch into and damage the book cover

Desks/Chairs/Tables/School Furniture

- Graffiti (any markings) is not allowed at James Ward.
- Students should not write on any furniture in the school.

Bathrooms

- Graffiti (any markings) is not allowed at James Ward.
- There should be no writing on the stalls, walls, mirrors or any surface of the bathroom.