

Computer Safety Guidelines

1. **PASSWORDS:** Do not give out or share you password with anyone!
2. **PERSONAL INFORMATION:** Protect you and your family by not giving out any personal information on the computer (i.e. Name, Address, Phone Number)
3. **SOFTWARE/PROGRAMS:** Only use software and programs you are familiar with and that the teacher has instructed you to use.
4. **OPENING FILES:** Do not open any files without a teacher checking first! The file could be a virus and could damage the computer and also take information from files stored within the hard drive.
5. **POSTING:** Be cautious with any pictures or emails you send. What you post is actually there forever. So just as you would, “Think before you Speak”, “THINK BEFORE YOU POST!”
6. **“OOPS!”:** Accidents happen and if you do ever come across a website that makes you uncomfortable TELL THE TEACHER!!
7. **“SURFING” THE WEB:** Only use websites the teacher has instructed you to use or are teacher approved. If you are not sure, ASK THE TEACHER!
8. **POP-UP WINDOWS:** Sometimes when you enter a website, a “pop-up” window or advertisement will come up. DO NOT click on it or open it unless you know for sure it is safe. If you are not sure, ASK THE TEACHER!

