

*BCMS*  
*Library Media Center*  
*Computer Guidelines for Students*

**Procedures for using computers:**

- ❑ Sign in on the computer clipboard during home base or after school.
- ❑ Use computers for school-related work
- ❑ No more than two students may work at a computer and each must sign the clipboard.
- ❑ Save to a CD, travel drive, and/or the BCSD network, not to the hard drive.
- ❑ Allow enough time to quit your application and return to your class on time.

**Proper Care of Hardware and Software:**

- ❑ Use only applications on the Desktop.
- ❑ Do not change any settings on the computer
- ❑ Check out CDs, headphones, microphones, and other items from the circulation desk.
- ❑ Open and close CD drives with care.
- ❑ When you are finished, quit out of your application first, then eject the disk, CD. Or DVD.
- ❑ Return all software to the circulation desk before leaving the LMC.

**Printing:**

- ❑ You are encouraged to take notes rather than print material from the computer.
- ❑ You must obtain permission to print from the library staff.
- ❑ You may not change the printer configuration
- ❑ Graphics should be no larger than ¼ of a standard sheet of computer paper.

**Computer Ethics and Etiquette:**

- ❑ Use appropriate language in all documents created on the computer
- ❑ The computer keyboard may only be used by the person seated at the computer.
- ❑ A person's files are private; they may not be opened or tampered with in any way.

**Copyright and Plagiarism:**

- ❑ You are expected to create your own work on the computer, and not to take the ideas and/or work of another without giving proper credit to the author.
- ❑ You may not download copyrighted software.

**Internet:**

- ❑ Before using the Internet, all student must read and complete the *BCSD Acceptable Use Form* and have it signed by a parent or guardian.

***We assume that our students are responsible and will observe the guidelines listed above. Failure to do will lead to the loss of computer privileges.***