

Computer Use

- 1. Wash your hands before using the computer.**
- 2. Always log-in each time you use the computer. A log-in notebook is provided in every computer station.**
- 3. Surf only in authorized sites.**
 - Never give your name, email, or personal info
 - Always cite sources of articles & pictures downloaded or copied.
- 4. Click the print button only once.**
- 5. When you need help, place the red cup on top of the monitor.**
- 6. Save your work in your folder before leaving the computer (File - Save As). Then close the program.**
- 7. Keep your computer area clean at all times.**