**Example Matrix:** First Day of School Laptop Roll Out and PBIS Lessons for Computer and Technology For Grades 7-12

|  |
| --- |
| ***Laptops/Desktops*** |
| ***SAFE*** | ***RESPECTFUL*** | ***RESPONSIBLE*** | ***STAFF*** |
| * Carry laptop with cover closed
* Use a padded carrying case to take the laptop home
* No food or drink
 | * Check out the laptop so others know you have it
* Stay only in your files keeping others’ files safe
* Hard drive passwords are off limits
 | * Keep backgrounds, screensavers, or any settings in original settings
* If there is a problem with laptop report it
* Personal laptops used only with permission
 | * Monitor, supervise, and teach appropriate behavior and safety
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Expectations of laptop care were reviewed with technology coordinator and superintendent on the first of school. Grades 7-12 were accompanied by their sponsors at different stations that covered internet, cellphone, and technology safety expectations. All staff was involved in teaching the internet safety lessons.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Laptop Checkout | Oops I broadcast it over the Internet…. | Overexposed | College Bound | Private Today, Public Tomorrow |
| 10:00 to 10:20 | 11th-12th Gr | 9th-10th Gr | 7th-8th Gr |  |  |
| 10:25 to 10:45 |  | 11th-12th Gr | 9th-10th Gr | 7th-8th Gr |  |
| 10:50 to 11:10 |  |  | 11th-12th Gr | 9th-10th Gr | 7th-8th Gr |

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