**Student Internet Safety Guidelines**

1. Be aware that information you post online could put you at risk of bullying and other types of victimization. Do not respond to online harassment (including texts and e-mails) and report harassment to your parents, teachers, counselors or principals.
2. Do not post information about your friends that could put them at risk.
3. Never share your password with anyone other than your parent or guardian.
4. Only use appropriate language online for your safety and the safety of others.
5. Never agree to meet someone in-person if you first “met” them online.
6. Never post your personal information online, including your cell phone number, address, or the name of your school.
7. Think before posting your photos. **DO NOT** post or send private pictures of yourself or anyone else.
8. Only visit approved websites.
9. Turn off your Chromebook when you are done using it.

**Tips for Taking Care of Your Chromebook**

1. Keep your Chromebook on a flat surface, such as a table or desk to make sure it is always in a sturdy, safe place. **DO NOT** LEAVE IT ON THE FLOOR.
2. Do not pile things on top of your Chromebook when it is closed. You could seriously damage it.
3. Never put anything on top of your keyboard that could damage the screen when you close it.
4. Do not eat or drink while using the Chromebook.
5. Always carry your Chromebook securely.
6. Always keep your Chromebook charged and ready for instruction.