Responsible Computer Use Suggestions for Parents

Computers have become an important tool in education. But as with any other tool, a computer must be used responsibly and with care. Here are some suggestions for helping your daughter obtain the greatest academic benefit from computer use and practice good citizenship in the digital world.

**General guidelines**

- Review the appropriate Baldwin Acceptable Use Policy (AUP) with your daughter. Please give particular attention to appropriate use in class and the problems of plagiarism (unintentional or otherwise) and cheating, online bullying, and disclosure of personal information about herself and others.

- Help your daughter by letting her know that you expect her to use the laptop appropriately during class. Her teachers will make their expectations clear as well.

- Agree on when, where, and how the laptops should be used at home. This encourages productive and appropriate use. Discuss which websites and uses are appropriate for your daughter. Talk about what is appropriate and inappropriate for chats, instant messaging, and social networking sites such as Facebook and Twitter.

- Talk with your daughter about online security and identity theft. She should never share her passwords with friends. The Technology Department at Baldwin is here to answer your questions about computer security.

- Remind your daughter that downloading pirated music, movies, etc. is illegal.

**Hardware care**

- Remind your daughter that computers are expensive, fragile, and need to be treated with care. Even an inexpensive slip case will do a lot to protect laptops from inadvertent scratches and damage. Liquids and laptops never mix.

- Remind your daughter to charge her laptop every night.
• If your daughter has a school-issued computer and needs additional software installed on it, please have her see the Technology Department at school.

• Encourage your daughter to back up her documents frequently to a USB flash drive or the school-provided Google Drive (an online storage and document application).