

Computing & Printing

- Computers are available on a first-come, first served basis.
- Internet access is intended for educational use only. Social networking sites may not be accessed and students may not download programs in the Media Center for any reason.
- Students must have an Internet usage form on file.
- During peak hours when computer availability is limited, students may use a computer for up to 30 minutes and then will be instructed to sign off so another student may use it.
- Students may print SCHOOL-RELATED documents for no charge.
- Due to limited paper and ink, students should use extreme caution when sending items to the printer.
- A student may not send a document to the printer more than once or print items directly from webpages. Instead, students should copy/paste the information needed from a webpage into a Word or Google Doc, reduce the font size, delete any pictures or irrelevant information, and then print.
- Students must see the Media Specialist in order to pick up their printed items.
- If a student has any difficulty printing, he/she must contact the Media Specialist immediately.
- Students who abuse printing privileges will be restricted to using the printer only under direct supervision of the Media Specialist.
- Students may search the Destiny catalog from any school computer or in the Media Center.
- Open the Key West High School home page at <http://kwh.keysschools.com>, select Media Center, and then KWHS Card Catalog.
- Search by Keyword, Author, Title, Subject, or Series.
- Students should write down the call number of their book choice(s) and then see the Media Specialist if they have difficulty locating the book(s) they need.
- **Misuse of the computers will result in the loss of computer and Media Center privileges for a time to be determined by the Media Specialist and administration.**