

COMPUTER LAB RULES

Come in to the lab quietly and go to your assigned computer. Do not touch other keyboards or mice on the way to your computer. Read board and begin assignment if one exists or wait for instructions before you do anything.

Only visit approved internet sites and only when you have permission to do so. Do not download anything unless told to do so. Never give out personal information. Do not share your passwords with anyone other than your parents or teachers, if college related. If you see anything that makes you feel uncomfortable turn off monitor and let your teacher know immediately. Do not show to your friends first.

Make sure you leave your workspace as you found it. Exit out of all programs. Hang up your headphones. Straighten your keyboard and mouse. Push in your chair/stool. Collect and throw away any trash on your way out. Take your belongings and anything you have printed with you when you leave.

Print only if you have permission. Only press the print option once.

Use only your assigned computer. Do not move the icons on the desktop. Do not change any system settings without permission. Do not edit files that do not belong to you. Help others with your mouth and not their mouse.

Treat your classmates your teacher and all equipment with respect. Help your neighbor if they need help. Do not talk when your teacher is talking. Come to the computer lab with clean hands. If you have just had recess or lunch please wash and dry your hands before you come to the lab. No banging your mouse, or banging the keys on your keyboard,

Eat and drink outside of the lab only. No food or drink allowed in the lab.

Read the screen before asking questions.