

Computer Lab Etiquette



In order for the lab to function properly and be a hospitable environment in which to work, please adhere to the following guidelines when using the lab:

- 🖥️ No food or beverages allowed within the student computer lab. There are no exceptions.
- 🖥️ Follow the districts guidelines for technology use.
- 🖥️ Activities such as disruptive talking, viewing images or web sites that are offensive to others, or sending harassing messages are not permitted.
- 🖥️ No music or CD's should be played.
- 🖥️ Recreational use of the Internet such as gaming or chatting is not allowed.
- 🖥️ Please be quiet and considerate of others.
- 🖥️ No software is to be copied and no personal software is to be installed or downloaded.
- 🖥️ Save your work every 5-10 minutes to prevent data loss.
- 🖥️ Preview your documents before printing and print only the final copy.
- 🖥️ If nothing is being printed, check printer for paper.
- 🖥️ Do not change settings, erase software or programs, or otherwise alter the computers or other equipment.
- 🖥️ If something is wrong, do not try to correct it yourself. Notify the high school tech or teacher if there is a problem with any software or hardware.
- 🖥️ Before you leave, make sure you log off only, do not shut down the computers and do not turn off the monitors.
- 🖥️ Clean up your work area when you have finished and make sure there is a chair under each workstation.
- 🖥️ If you have wasted or used paper that is no longer needed, place this in the recycle bin in the front of the classroom.

Teachers:

- 🖥️ Make reservations with the High School Tech for securing the Computer Lab for the day you need it.
- 🖥️ Make sure students know their user names and passwords prior to using the lab.
- 🖥️ E-mail the High School Tech a list of the students you will be bringing to the lab and request a list of their passwords.
- 🖥️ Most of all, take responsibility for the computer lab and the students in it.
- 🖥️ Only allow students in your class access to the lab.
- 🖥️ Become familiar with the software your class will be using prior to use.
- 🖥️ If you have questions on software, please see a teacher in the Business Academy.