

Computer Lab Rules and Procedures

Computer Lab/Classroom Computer Rules:

Come to class with clean hands.

Operate the equipment properly, after you've been given your assignment.

Make sure you listen to directions.

Push your chair in when you are done.

Use your inside voice.

Touch the keyboard lightly.

Eat and drink outside the computer lab.

Remember to take notes about what we learned.

Learn something new each time you come to the lab.

Always work toward *your* best, not your neighbors' best.

Be careful using the internet and follow the internet rules.

Procedures for Computer Use In Lab/Classroom

1. Go to your assigned computer. In the classroom, go to your assigned computer during your assigned time.
2. Sit quietly and do not touch the computer until you know what is expected of you. If assignments have been given before individual computer time then please begin once sitting down.
3. Never touch another student's computer.
4. Respect the hardware and software.
5. Have all necessary applications open and active.
6. Read the instructions on the computer screen before asking for help.
7. Do not alter anything on the desktop or hard drive.
8. Store documents in your folder.
9. Report malfunctions and glitches -- it saves time and energy.
10. Take responsibility for your actions.
11. SAVE, SAVE, SAVE!
12. Log-off -- leave the station ready for the next person to use (close all windows, log-off, and push chair under desk).
13. Collect all written hands.
14. Line up at the door quietly or go back to your seat in the classroom and sit down directing attention to what is being taught at the time.