

# Computer Lab Protocols

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## Entering

- All of the computer stations are numbered. Students must be assigned to a specific work station. This assignment must be properly documented and is subject to review by administrators.
- All backpacks and personal items must be left in the designated area.
- All gum, drinks, or candy must be disposed of prior entering the room.
- The assigned student is in charge of the proper care of the computer for their assigned period. S/he must report anything wrong *immediately* to the teacher.
- If a student's computer is not working properly, document it, send an e-ticket, and reassign that student to a working computer station.
- The same student should be assigned the same computer station every time.

## Student Use

- All students accessing the internet must have permission to do so via an AUP form on file in the attendance office. Student ID's must be worn at all times, and a sticker indicating verification of the AUP should be displayed.
- Teachers must actively monitor student use at all times! Students will not reset background images or use the internet or email inappropriately. Violation of the AUP form will result in a loss of all computer privileges for the year.
- Students must follow directions at all times.
- All computer components are to remain with their assigned station. All cords are to remain plugged in.
- Students are only allowed to touch the computer station that is assigned to them.
- All buttons should be handled with care, delicately.
- Students should not touch or push on the screen.
- Passwords and login information must be kept SECRET and are never to be shared with anyone.
- If the students are to save their work, they need to have logged into the server and save it in their personal drive. Files can also be emailed or uploaded to the student's MyMail account. Security of documents left on the computer cannot be guaranteed. The use of Google Docs is highly recommended.
- Students are only allowed to open files that belong to them.

## End of Class & Exiting

- All work should be saved in an appropriate manner in a designated place (see above).
- Everyone must LOG-OUT of and exit all programs.
- All work stations should be neat, clean, and tidy.
- The teacher must verify that the student work stations are in the same working condition as when students entered class.
- Students are to remain seated until dismissal. Chairs should all be pushed in after leaving the work station.

I have read and understand the protocol for using the Computer Lab. I agree to follow the proper protocol as well as review all expectations with students prior to use. I understand that failure to comply with protocol will result in disciplinary action.

Print Teacher's Name: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_