Computer Lab Rules

C **Come into 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.

O **Only visit approved internet sites and only when you have permission to do so.** Never give out personal information. Do not share your passwords with anyone other than your parents or teacher, if school related. If you see anything that makes you uncomfortable, turn off your monitor and let your teacher know immediately.

M **Make sure you leave your work area neat and organized.** Exit out of all programs. Hang up your headphones. Straighten your keyboard and mouse. Push in your chair. Throw away any trash.

P **Print only if you have permission.** Only press the Print button once! Ask your neighbors for help before you raise your hand to ask your teacher. Keep your fingers out of your nose and mouth.

U **Use only your assigned computer.** Do not move, change, or delete any of the icons on the desktop. Do not edit files that do not belong to you. Help others with your mouth and not their mouse.

T **Treat your classmates, your teacher, and all equipment with respect.** Do not talk while the teacher is talking. Come to the computer lab with clean hands. No banging on the mouse or keyboard. Do not twist the monitors for your neighbors to see.

E **Eat and drink OUTSIDE of the lab only.** No food or drink allowed in the lab. Wash your hands with soap before returning from the bathroom. Do not get out of your seat unless you have permission.

R **Raise your hand if you need help or if you need to go to the bathroom.** Read the monitor screen BEFORE asking questions. No RUNNING in the lab.