



Computer Lab

Rules and Procedures

- No drinks or food of any kind should be brought into this room.
- Be in your seat when the bell rings. Forgetting supplies or assignments, or going to the office for an admit slip will count as a tardy.
- Disks and classroom textbooks should not be removed from this room.
- Respect the school property. **DO NOT WRITE IN THE TEXTBOOKS OR COMPUTERS!** Dispose of your trash. Return any handouts to the counter.
- No outside disks and/or software should be used on this computer network without my permission.
- Do not download or install software without permission.
- These computers are to be used for educational purposes. Inappropriate or unethical use will not be tolerated.
- Do not give out your password.
- No cheating will be tolerated; this includes copying, printing or turning in another student's work.
- Do not change computer settings: this includes the background and screen savers, etc!
- Your hands should be off the keyboard and mouse when I am talking or during class discussions.
- No Internet surfing without permission.