Welcome to the Computer Lab

Computer Lab Rules

- Rule #1 - No food or drink of <u>any kind</u> is allowed near the computers. If you have a water bottle, please leave it on the cart at the front of the room.

- Rule #2 - Be safe!

  - Keep your feet under the desk
  - Keep all 4 feet of your stool on the floor at all times!
  - No running or playing in the lab!

- Rule #3 - Show respect for the equipment

  - Use your mouse, keyboard and headphones correctly
  - Do not pull on any cords
  - Do not "bang" on the keyboard
  - If there is something wrong with your computer, please see Mrs. Maloney or your teacher immediately.

- Rule #4 - Clean up after yourself

  - Push in your stool
  - Put your waste paper in the recycle bin
  - Don't leave anything behind (pencils, paper, hair accessories, books, etc.)

- Rule #5 - No printing without permission

  - We don't want to waste paper!

- Rule #6 - Listen carefully to all instructions before starting your work.

  - If you don't understand something, please ask for help!

- Rule #7 - Use the Internet appropriately

  - Internet use is for school work only.

Computer lab use is a privilege that may be taken away if these rules are not followed!