

# Computer Lab Rules and Guidelines

## General Classroom Rules

### 1. All Handbook Rules Apply.

- a. There will be a daily uniform check. Chronic violators of the dress code will receive a detention.

### 2. Show respect for Authority.

### 3. Behave Appropriately

- a. Raise your hand to talk.
- b. Stay in your seat unless you have the teacher's permission to move about the room.
- c. Remember that the lab is a learning environment.

## Computer Rules

### 4. You must have **PERMISSION** to:

- a. Download
- b. Instant Message/Chat Room
- c. E-mail
- d. Access the Internet
- e. Change computer settings
- f. Print
  - i. *Before printing:*
    1. Ask for permission, unless teacher has told you to print a specific document.
    2. Run Spell Check
    3. View Document via Print Preview
    4. Check the number of pages to be printed.
    5. If printing from the Internet Browser:
      - a. Select (highlight) the text to be printed.
      - b. Click File
      - c. Click Print
      - d. Select the "Selection" Button
      - e. Click OK
  - ii. HP LaserJet 2200 or HP 8150 (B & W)
  - iii. HP LaserJet 3500 (Color)

### 5. Logins

- a. Login with your user name and password when you arrive in the lab.
- b. Logout/Logoff when you leave the lab.
- c. Do not share your user name and password with anyone.
- d. You may not at any time, login to another student's account.

### 6. Flash Drives

- a. Only use the flash drive you purchased from the school in the computer lab.
- b. If you lose your flash drive, you will be held responsible for all of your work as well as the cost to replace the flash drive.
- c. Do not use another student's flash drive.

## Consequences

1. All Handbook Consequences Apply.
2. Your computer class conduct grade will reflect your behavior while in the lab.
3. Detentions will be given to students in 5<sup>th</sup> – 8<sup>th</sup> if you are disrespectful to the teacher or the learning environment.
4. Students in grades K-4<sup>th</sup> will receive time out away from the computer and or loss of recess time for not completing work or misbehavior.
5. E-mail, letters or phone calls home will be used at the discretion of the teacher.