

COMPUTER LAB RULES AND POLICY

Do not enter the lab until you have been given permission. Do not run or jump on the steps. Sit at your assigned computer.

Do not touch the computer or earphones until you have been given instructions. Ask the teacher if you need to move your monitor because it is easy to disconnect them.

Listen to all the directions before starting to work. Watch the directions on the Smartboard first. Don't assume that you know how to do everything!

Do not play around with, bang on, or mess around with any of the computer equipment. We are proud of our lab and do not want things to break.

You are not allowed to touch the Smartboard unless you have been given permission.

Food and drinks are not allowed in the lab. Spills could ruin our computers.

You should not delete software or change computer settings. If you accidentally did mess up something, let the teacher know immediately.

Be careful that you do not mess with anyone's work on the computer! Don't ruin something that they have worked hard to make.

If you understand how to do something and the person next to you needs help, you may quietly help them. Do not get out of your seat to help someone without permission. Do not goof around with the people you sit near.

I will be looking for people who cooperate, listen, and are good on computers to be special helpers and to do special projects.

Patience is appreciated when you need help! I cannot help every person at once, but will help you as fast as I can.

You are not allowed in the lab or on the computers without a teacher in the room.

Do not use games or disks from home on the school computers, unless you have been given special permission. Sometimes they can mess up the computer system.

Students who do not follow these computer rules or who disrupt the class so students can't learn will be suspended from computer use or removed from class.

INTERNET RULES AND POLICY

Students may only use the internet when under supervision of a teacher. You are not allowed to “surf” just for fun. It must be related to an assignment.

Students may not use email, instant messaging, or chat groups while at school, unless part of a school assignment.

Students may not post contact information (such as a phone number) about yourself or any other person. You may not use the internet to say bad things about others or use bad language.

You may not go to websites that are bad. If you accidentally find such a site, tell the teacher immediately (not all your friends)!

Our web software will keep records of the websites that you have visited. The lab has filtering software to keep people from visiting bad websites.

You may not download information from the internet without permission from the teacher.

You must follow copyright laws when using the internet. Do not use pictures or writing from the internet that does not belong to you.

If you are making a web page at school, do not put your last name on the page. Do not put your name next to your picture.

You must have a permission slip signed by you and your parents if you are going to use the internet. You must promise to follow the rules.

You must have a signed permission slip to have your picture or work on a school website.

If you disobey these rules you will not be allowed to use the internet. You may be suspended from use of the computer lab.