

Rules for Computer Users Room 204

These rules will be strictly enforced and monitored. By following these rules, you will help the computer lab stay clean and in properly working condition.

Computer & Lab Rules

- Food and drink, including water and candy are not permitted in the lab.
- No students may be in the computer lab unattended without permission.
- Take care of the equipment provided for your use, including books, desks, computers, printers, etc.
- Do not change settings on the computer, including backgrounds, screen savers, desktop icon names, etc. If you notice something has been changed, notify the teacher immediately.
- Personal flash drives, disks, or CDs may be used **with prior permission**.
- If your computer freezes or does something unusual, notify the teacher immediately.
- Keep the lab clean. Scrap paper, misprinted papers, and homework assignments should not be left on the tables or on the printer. RECYCLE!!!

Rules for Internet Use

- Students may not use the internet without permission during class time unless it is for part of an assignment.
- Students **may not print from the internet** without permission.
- Students **may not access personal email accounts** while in the computer lab.
- Sites at which you must sign in or log in (provide a log in ID and password) are not permitted.
- When given game time, games must be educational in nature and must be approved by the teacher. Approved sites include: Typer Shark and Text Twist (Yahoo), Who Wants to be a Millionaire, and Jeopardy.
- Do not visit unacceptable internet web sites, including violent game sites.
- Do not visit any blog sites, including personal web sites. Students are not to post to any blogs or web sites, i.e., Xanga, MySpace, FaceBook, etc.
- Do not visit any public chat rooms.
- Do not download any programs. No games can be downloaded!
- Students may be asked to close a site they are on at any time — NO ARGUING!

What If I Don't Follow These Rules?

This paper serves as your personal warning as to what is considered acceptable behavior in the computer lab. Other rules may apply as well, so **pay attention** when information is given during class. Offenses will be treated as follows:

First Offense: Verbal warning; Loss of participation points

Second Offense: Loss of participation points; Detention

Third Offense: Loss of participation points; Detention; Contact parent

Fourth and/or Severe Offense: Removal from computer lab; Additional consequences as determined by the instructor and administration.

Note: Offenses need not occur during the same class period. They are cumulative.

****Computer stations will be monitored periodically for unauthorized use.**