

Rules for Computer Users Room W-5

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, candy, and gum 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 in computers **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!!**
- **Keep your hands to yourself! Messing with someone's keyboard or mouse, or turning off another computer will result in an immediate referral!**

Rules for Internet Use

- Students may **not** use the internet without permission during class time unless it is 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.**