

Computer Lab Policies

- Personal items
 - Backpacks must be left at the door
 - No food or drink other than water bottles, which must remain at the door
 - Room should remain clean and in order
- Saving files
 - All files you want to keep must be saved on flash drives
 - Flash drives must be left in the lab
- Internet usage
 - Do not download anything without permission
- Computer usage
 - Do nothing malicious
 - No games, movies, or music
 - No remove cables, changing computer settings, running executables other than programs already installed on computer
- Only for academic use
- During work time, must remain quiet

Note: these policies may be changed and the new policies will be binding

Consequences

- If one breaks these policies, that individual may receive a detention or suspension depending on the severity of the rule broken.

Computer Lab Procedures

Student: Entering the Classroom

- Leave your backpack at the door
- Grab your flash drive
- Power on your assigned computer
- Plug in your flash drive

Student: Exiting the Classroom

- Save all files to your flash drive
- Shut down the computer
- Wait for your teacher to dismiss you
- Pick up any trash nearby and throw away on the way out

Teacher: Entering the Classroom

- Unlock the class's flash drive box
- Make sure the students go to their assigned computer
- Power on the teacher computer in the front
- Login as “teachers”
- Start up iTALC, logging in as “teachers”, to monitor student computers

Teacher: Exiting the Classroom

- Ensure all student computers are powered off (if not, click “Power Off” button in iTALC)
- Ensure all flash drives are accounted for in the class's lock box
- Dismiss the class
- Turn off the teacher computer and the A/C
- Lock the door