DO’S AND DON’TS IN THE COMPUTER LAB
THE BASICS

• Always sit at your assigned computer unless a teacher moves you.

• Be respectful and responsible and always listen for directions.

• Use the computer properly to keep it in good working order!
SCS GUIDELINES

• Lab use is a privilege -- not a right! Abuse that privilege and you can (and will) lose your lab time.

• Follow the Acceptable Use Policy regarding appropriate searches and computer use.
REMEMBER

• Intentional abuse or misuse of the computer or its components (monitor, keyboard, mouse) will result in disciplinary action.
REMEMBER

• When you come in, go to your seat and wait for instructions

• DON’T click on/open items or applications you aren’t asked to

• NO FOOD, GUM, CANDY OR DRINKS IN THE LAB - EVER!!!!
BEFORE YOU COME TO THE COMPUTER LAB

• Go to the restroom before you come to the lab!

• Make sure your hands are clean (and go wash them if they aren’t!) No sticky or dirty fingers on the keyboard.

• Don’t touch the screen - ever. Touching the screen with your fingers or objects like pencils can damage the monitor.

• If you have a cold, ask for a kleenex from your teacher. No sneezing on the keyboard :-)
KEEP THE COMPUTER SETTINGS AS THEY ARE

• Don’t change the computer settings. This means don’t change the dock position or size or set applications to open at login! Don’t change the brightness setting. This also means don’t turn the voice-over on. Doing so may result in you losing computer privileges for not following directions.

• You may change the volume of the computer if your teacher gives permission to.
LAB ETIQUETTE
(HOW TO ACT)

• Ask for help before you try to “FIX” something.

• Never touch your neighbor’s keyboard or computer.

• Don’t get out of your seat unless you are told to.
DOWNLOADS, SAVING, & PRINTING

• You will find any downloaded files in the Downloads folder.

• Saved Files should be saved to the Documents folder.

• Don’t print unless told to, and only print once. Wait for your teacher to reprint if your file does not print immediately. Don’t close your file until you have a printed copy or you may lose all your work. Ask for help if you need to.
BEFORE YOU LEAVE

• Near the end of your class period, check the dock and close any open applications. A white dot will appear under any open application.
AS YOU LEAVE

• When you leave, make sure your computer screen looks like it did when you got there.

• Gather anything you brought to lab with you to take back with you.

• Push your chair in before you leave.

• Remember, our computer lab is a shared space. Take care of it.
HAVE FUN LEARNING WITH TECHNOLOGY

Thank you for helping us keep the computers in good condition and our lab clean for everyone!