



**"Sorry about the odor. I have all my passwords tattooed between my toes."**

## **Guidelines for the Computer Lab**

1. Students can use the computer lab only when a staff member is supervising.
2. No food, gum, candy or drinks may be brought into the computer lab.
3. Students may not print or scan anything that is not being used for school purposes, (homework, assignments, reports, etc.) (without permission).
4. Do not shut the computers down at any time during the day.
5. Students may not save anything onto the hard drive without a staff member's permission. Students must provide their own disks or purchase from media center staff.
6. Music CDs may not be played on the computers.
7. Study hall use of the computers must pertain to school work.
8. No games or other software from home may be used in the lab.
9. Any misuse of computer hardware or software, inappropriate behavior, or violations of the lab rules will result in the loss of privileges.
10. The lab phone is not available for student use.
11. Only students who have an internet acceptable use policy signed by their parents and student will be able to use the internet. This must be on file in the office.
12. Internet access is available for class assignments only.
13. Students are not allowed to e-mail or access their e-mail accounts on lab computers.
14. Students are to respect each other's work and not open another's file.