Computer Lab Policy

1. Students must have a signed agenda or be with a teacher to use the computer.

2. Students must have a signed internet agreement on file to access the internet.

3. Do not change default settings.

4. Do not print more than 6 pages without permission. You may be charged for additional pages.

5. Students may not access inappropriate internet sites.

6. Students needing computers for school work take precedence over other uses.

7. No food or drinks allowed in the computer lab.

8. Always log off the computer when you are finished.

9. Breaking rules may result in students losing computer lab privileges.

10. Students who forget their password are allowed one free password reset. Additional password resets will cost $1.00.

11. Walk-in students are allowed to use available computer stations, provided they stay on task and are not disruptive.

12. Teachers must closely monitor <u>all</u> students in the computer lab.