

Computer Lab/COW Rules

Students are expected to **RESPECT** and be **RESPONSIBLE** for the school's computers and laptops.

The school's computers **are** tools to:

- Conduct educational / school related research.
- Become proficient in computer skills, including research.
- Complete homework and projects.

The school's computers **are NOT** tools to:

- Chat with your friends.
- Randomly "surf the net".
- Play games on.
- Access your email.
- Conduct any non-school related activity.

Computer Lab/COW Laptop Rules:

- No food or drink in the lab (or around a laptop) at any time.
- Come in to the lab quietly and go to (or get) your assigned computer/laptop.
- Do not touch any other computers on the way to your computer/laptop.
- Use only your assigned computer/laptop.
- Report any damage **IMMEDIATELY** to your teacher. **If you do not you can be held accountable for the damage and may have to pay for it.**
- No banging or being rough with the mouse, keys, screen, speakers, etc.
- No hands or fingers on the monitors/screens.
- Do not unplug any cables from the computers.
- **ONLY** plug in flash drives and cameras (and other approved) devices for classroom work.
- Sit up straight with all 4 legs of the chair on the floor at all times. Do **NOT** roll around the room if you are seated in a roll away chair.
- Do not move the icons on the desktop.
- Do not change any system settings without permission.
- Do not edit files that do not belong to you.
- Only print one copy of your school related work if you have permission to do so.
- Do not print out non-school related materials.
- Leave your workspace/laptop as you found it:
 - Quit out of all programs and shut down the computer.
 - (Laptops) Neatly place your laptop back in the cart and plug it in.
 - Straighten your keyboard & mouse.
 - Push in your chair.
 - Collect and throw away any trash on your way out.
 - Take your belongings and anything you have printed with you.