

COMPUTER LAB RULES

REQUIRED - The following **MUST** be done in the lab

- *Internet Acceptable Use Policy* must be signed and on file before use
- Non-class computer users must sign in
- Professional, courteous behavior
- School work takes priority over other work
- Sign out of sites, close programs, and leave lab clean when done

FORBIDDEN - The following are **NEVER** permitted in the lab

- Damaging computers, equipment, or software
- Food or drink (see *limited* for acceptable water use)
- Illegal downloads and copyright violations, or any illegal use
- Installing new software on machines
- Modification of any file you did not create (other people's or installed)
- Social networking (Facebook, Twitter, etc.)
- Inappropriate sites, images, content (violence, pornography, offensive, etc.)
- Material disruptive to the educational process
- Bullying, harassment, intimidation, or threats. These may be prosecuted.

LIMITED - The following can only happen with **PERMISSION**

- Water: Bottled in seal-able container, must not be consumed at computer.
- Cell Phones: Downloading content with permission **ONLY**. **NEVER** for texts, calls, inappropriate use of pictures, game playing, etc.
- Games: **ONLY** when **ALL** work is in and with teacher permission. Violent, disturbing, multi-player, cell-phone games not allowed. List may increase.
- Music: Only at approved times and if done so that no other can hear. Offensive music not allowed. Headphones must be worn.
- Printing: School-use **ONLY**. Limit on number of pages.
- Internet Use: School-use **ONLY** during work time. Limited to appropriate sites, content, and use during "free" time. Email limited to school use.
- Saving Files: Students will have a folder for file saving. No files may be saved to the desktop. It is recommended that students also save via email, flash drive (if usable), or at minimum make a backup copy.

CONSEQUENCES

Reminder:

- Given for minor offenses, such as saving to the desktop
- Instructor makes a note of the offense
- No further consequence
- Repeated reminders will result in a warning

Warning:

- Given for moderate offenses, or repeated minor offenses
- Instructor notes offense which student must sign before lab use continues
- Restriction of computer use likely, depending on offense
- Other in-class consequences possible

Violation:

- Given for serious offenses, or repeated moderate offenses
- Written account must be signed by student and parents before reentry
- Restriction on computer use
- Possible referral to administration, depending on offense
- Other consequences possible

Severe Violation:

- Given for extreme offenses, or repeated serious offenses
- Written account must be signed by student, parent, and administrator
- Computer use by direct supervision only
- Referral to administration, law if necessary
- Other consequences possible

Terminal Violation:

- Written notification to student, parent, administration
- Referral to appropriate authorities
- Permanent ban from lab