

## Computer Lab Rules

- ✦ Students must agree to and sign Badin's "Responsible Use of Technology" policy, to use the Computer lab.
- ✦ No students permitted in the lab without the permission of a teacher.
- ✦ No food or drinks in the lab.
- ✦ Don't lean back or bounce in the chairs—they're simply not built to take that kind of abuse.
- ✦ Do not change any computer setting without training AND permission.
- ✦ Respect the computers, and ALL lab equipment. It's for everyone's use.
- ✦ The computers must be used for school related activities.
- ✦ Non-academic software is NOT to be installed on school computers OR saved on your school server drive. This includes but is not limited to: Instant Messaging Programs (AOL Instant Messenger, MSN Messenger, Yahoo Messenger), Peer-to-Peer Sharing programs (Napster, Limewire, etc.) or games. Software used in our classes may be installed only as instructed by your teacher.
- ✦ Download music, movies, sounds etc. from the Internet legally, at all times attributing your source. Use appropriate care, as instructed, when downloading.
- ✦ Do not remove or alter any identification tags from the computer.
- ✦ Only submit print jobs one time. Network printing is not instantaneous.
- ✦ Printers are to be used only for schoolwork. You may print for free any document/assignment FOR USE IN THIS CLASS; you must pay for documents printed for other classes (\$0.10/page for black/white and \$0.25/page for color.)
- ✦ Do not connect or disconnect any wiring to computer.
- ✦ When using headphones, volume MUST be keep to a level that doesn't interfere with others. Permission to use headphones in class will be revoked for those who don't comply.
- ✦ Passwords are to be guarded and not displayed nor shared with others.
- ✦ Do not automatically click a button when "pop-ups" appear while browsing the Internet – THINK FIRST! – If you don't know the right response – ASK!
- ✦ Do not attempt to bypass security controls/filters.
- ✦ Do alert your teacher when your computer does something unexpected.
- ✦ Do be aware of your surroundings. Every computer lab has its own unusual hazards – pinch points on desks, obstructions that can damage knees, cabling, surge protectors, etc. - that students should recognize.
- ✦ If it doesn't belong to you, ask the owner before "borrowing" it!

"I have received a copy of and understand the above Computer Lab rules."

Your Name \_\_\_\_\_ Signature \_\_\_\_\_