



McClure Middle School **Computer Lab Policies**

When entering the lab

- Line up outside the door **quietly** before entering the lab.
- Wait for your teacher to lead you into the lab.
- Sit at a computer station assigned to you by your teacher. .
- No pushing or shoving - the equipment is fragile and valuable.

Saving your work

- Flash drives are not available in the lab. You must supply your own.
- Always save your work to your account and/or flash drive before logging off.

Working in the lab

- Students will not just rely on the computer filter, but will use good judgment, accessing appropriate web sites.
- The lab may only be used when students are **accompanied by a teacher**.
- **NO FOOD OR DRINK** is permitted the lab. Bottled water may be allowed if it is kept on the floor.
- No music/audio may be played unless directed by a teacher for a class project.
- **Games and videos may not be accessed.**
- Web sites that are unrelated to school may not be accessed.
- **Do not share your password** with other students or login for other students.

Printing your work (Remember - only 20 pgs a month!)

- Ask **permission before printing** and print only material for coursework.
- **Use the Print Preview option** to be sure your work is correct before printing. (when using a Mac you'll find the Print Preview function within the print feature).
- **Print your document only once** (if you need multiple copies, ask your teacher to make the copies).

When leaving the lab

- Log off
- Desktop should show a BLUE SCREEN
- Push your chair in
- Leave surrounding area clean (no paper/scraps on floor or tables)

Disabled Accounts

- Students that do not follow procedures will have their accounts disabled.

