

Computer Lab Policy

Purpose: The computer labs and libraries will be comfortable environments that provide computer workstations for the student user. E-mail and other nonacademic uses should not interfere with academics.

- A computer workstation is provided for students to work on studies.
- Students who are not failing any subject could be eligible to obtain a pass to the lab or library.
- Students who are failing in any subject may be given a pass if the lab work is needed to complete a classroom assignment.

Admittance to computer lab/library:

- A pass from a classroom teacher or study hall monitor is for doing academic work, research, or a school project. The pass should indicate the assignment.
- Students can obtain a pass to use the lab one open lab period per day (includes periods 1-13) from the Lab Assistant. (Students cannot be academically ineligible).
- Academic passes from the teachers take priority over open lab passes from the lab assistant.
- Study hall Monitors can send three students to the lab/library during any one open lab period.

Sign-In:

- On entering the computer lab, the student must sign himself or herself in for the period to use a computer. (He/she may not sign in a friend).

Role of Computer Lab Assistant:

- The Lab Assistant is available to provide support in the use of software programs and the Internet.
- The Lab Assistant will circulate around the room and will monitor students' computer use. An inappropriate behavior will be described to the student with the focus on the expected behavior. The Lab Assistant will decide if behavior requires a disciplinary referral based on the AUP.
- The Lab Assistant will post a listing of academic Internet sites.
- The Lab Assistant and/or teacher will review the AUP and Conduct Rules for the lab with the students.

Conduct Rules for Computer Lab

(Refer to the AUP for more details)

These rules will be posted in the computer labs/library.

1. The computer equipment will be treated suitably to maintain performance (food and beverages are not allowed at the computer workstation). Deliberate attempts to disrupt the operation of the equipment are prohibited and the student will be given a disciplinary referral.
2. Non-functioning equipment is to be reported to the Lab Assistant.
3. The student user will demonstrate appropriate classroom behavior and positive interaction with other students and staff.
4. Students are responsible for following the AUP. The student will be given a disciplinary referral if a violation occurs.
5. E-mail is not private. School personnel have the right to monitor e-mail usage.
6. Upon exiting the lab/library, all litter will be cleaned up and personal belongings will be removed.
7. The Lab Assistant will not be responsible for any personal items left behind.