Computer Lab Safety, Protocol, and Discipline Procedures

Miss McCarthy
“McGarvin Intermediate”

I. Operate ONLY the computer assigned to you.
   a. Inform Miss McCarthy of any problems you discover at your work center
      i. Equipment—Computer, keyboard, mouse, book
      ii. Condition of workspace—cleanliness, evidence of vandalism
      iii. Candy or gum wrappers, used tissues, previous student’s papers, books or personal items.
   b. Do NOT touch any other computer. You are assigned to your computer only.
   c. Do NOT rename files, add colors to folders, adjust the dock size/icons, move items to the trash, or change anything in the system preferences unless directed to do so.
   d. Do not exchange keyboards, mice, or other equipment among the computers without notifying Miss McCarthy first.
   e. Do NOT bring food or drinks into the lab; gum is prohibited as well. Water is OK if it is in your backpack.

II. Remain at your work center at all times. This is for your safety and to maintain a respectful, effective learning environment. Should you need assistance, raise your hand and I will be happy to answer your questions.

III. Behavior, Material, and Attendance
   a. A positive attitude and respectful behavior promotes learning. Projects may require student interaction and mutual assistance. Please treat others with the same respect you would like to receive.
   b. You may assist others verbally, in a quiet voice, during class time when Miss McCarthy is not teaching a lesson and has allowed you to do so.
   c. Regular attendance is essential. When you are absent, missed work is to be made up on your own time before or after school, or at home.
   d. You must bring your binder and pencil daily.
   e. Please show integrity and respect for class materials. Responsibility is fundamental. Misused equipment will be replaced by those who damage it.

III. Computer Operation
   a. Turn computer on by pressing the button behind the monitor
   b. If mouse or keyboard don’t work, check:
      i. if the mouse is plugged into the keyboard
      ii. if the keyboard is plugged into the USB port behind the computer
   c. If the printer is not printing:
      i. check if there is paper in the tray…if not, put some paper in it
      ii. read what it says on the display screen…perhaps there is a paper jam

IV. At the end of the period.
   a. SAVE your work and CLOSE all applications
   b. Check your work center for the following:
      i. Equipment is in is rightful place
      ii. Paper and trash is collected
iii. The books are closed and in nice pile to the right of your computer
iv. Mouse and mouse pad are placed in front of the books, keyboard is placed in front of computer
v. You have all of your belongings
vi. Your chair is pushed in

**Failure to follow these safety procedures or classroom rules will result in the following consequences:**

1. Teacher Warning
2. 10 minute Detention (lunch or after school)
3. Parent Contact and 30 minute detention
4. Sent to office/ Parent Conference
5. Suspension from class and severe loss of computer privileges

Please sign the bottom portion of this sheet to indicate your understanding and readiness to take on these responsibilities! This paper is to STAY IN THE FRONT of your binder for this class.

We just might have a QUIZ on this information too...

Student Name (print) ____________________________ Period ______________

I understand the Lab Safety and Protocol.

Signature ____________________________ Date __________________