

COMPUTER LAB USAGE AGREEMENT

1. Absolutely **NO**:
*Eating and drinking in the lab.
*Game playing or use of chat rooms.
2. If you have a Sub for the day, the lab time you scheduled will be CANCELLED.
3. RESPECT the equipment - leave labels, parts, and cables intact.
4. Students violating the Acceptable Use Policy (AUP) will face disciplinary action or loss of network privileges.

PRINTING

- \$.10 - black and white copies
- \$.25 - color

Before your visit

1. Check N203 Calendar for openings
2. See a Tech to schedule your class
3. Sign Lab Usage Agreement
4. Pick up key and seating chart for each period

Day of Lab visit

1. Complete seating chart
2. Collect money for printing
3. Monitor student behavior
4. Log-out
5. Clean their area
6. Push keyboard and chair in before leaving

After your visit

1. Turn in seating chart
2. Turn in money collected
3. Turn in key
4. Please turn off the AC, shut the lights and make sure the door is locked

Guest accounts will be used.

****Once a person logs out of the guest account, EVERYTHING IS ERASED FROM THAT SESSION.**

SAVE YOUR WORK!

Please have students save their work to a flash drive or have them email it to themselves or save it to google drive.

If you find that your students are unable to follow these rules without additional adult supervision, please sign up for HH203/HH204 or the Library.

Print Name _____ Signature _____ Date _____