

Come in to the lab quietly and go to your assigned computer.

Be prompt and timely or your will be marked tardy unexcused as per BHS Policy.
You must have a pass when late, or you WILL be marked tardy unexcused.
Read board & begin assignment if one exists or wait for instructions before you do anything.
Phones & all other personal electronic DEVICES should be put away (out of reach and sight).

Only visit approved Internet sites and only when you have permission to do so.

Music is NOT allowed.
Do not download anything unless asked to do so.
Do not share your passwords with anyone other than your parents or teacher (if school related).
If you see anything that makes you feel uncomfortable, turn off your monitor and let your teacher know immediately. Do **NOT** show it to your friends first.

Make sure you leave your workspace neat!

Exit out of all programs, log off when asked.
Straighten up your keyboard/mouse.
Please, push in your chair & wait by your seat for the bell.
Collect and throw away any trash, on your way out.
Take ALL your belongings with you when you leave.

Print only if you have permission!

Only press the Print option once!
If the printer doesn't print, tell the teacher, do NOT press print again, please.
Print only to the HP LJ4200/4300 PCL6.

Use only your assigned computer. (Unless given permission to move.)

Do not move the icons on the desktop.
Do not change any system settings without permission.
Do not touch another student's equipment or attempt to tamper with another students work.
All four feet of your chair should be on the floor at all times (NO rocking, seats will break.).

Treat your classmates, your teacher & all equipment with respect.

Do not talk when your teacher is talking.
Help your neighbors if they need help - with your mouth and not their mouse!
Use the equipment respectfully.
No hands or pens to point out things on the monitor, they damage easily.
You may not charge your devices in the outlets of this lab, they can be hazardous.

Eat and drink is NOT permitted in this lab!

No food or drink allowed in the lab!
Water fountain is around the corner between Green & Azure.
Remember, fellow classmates may have allergies and food/drink puts their safety at risk!

Read the screen BEFORE asking questions.

If you cannot see the screen from where you sit, you may get up to review the screen.
