 **McKenzie Middle School**

 **Computer Lab Rules**

**The computer lab is full of expensive equipment, so it is important to establish a few guidelines. Please share this list with your parents or guardian. Let me know if you have questions about the rules, I will be happy to explain. You are responsible for knowing and understanding the rules. Any intentional damage to a computer, or not following the rules could result in the student being placed on bookwork. Repeated offences may result in the student remaining on bookwork for the rest of the year.**

**1. Students are not to be in the computer lab unless supervised by a MMS staff member.**

**2. Students are expected to come to class on time.**

**3. Students are expected to follow all MSSD and MMS rules and policies.**

**4. Please listen when I ask for your attention. Listening to directions will increase your ability to be successful in this class.**

**5. Treat equipment and each other with respect at all times. Never touch another student’s keyboard or mouse. If you are helping another student, try giving oral directions. Always use polite speech and body language.**

**6. No gum, food, or drinks are allowed in the Lab. Accidents happen to even the most careful student.**

**7. Books and other personal belongings should be placed on the floor beside your chair. Never block the walking path with your clutter.**

**8. No running in the lab. Please walk quietly to your assigned computer when coming into the lab.**

**9. Immediately report any possible damage or technical problem to the teacher. Never try to fix the problem.**

**10. Never print anything without permission, or being instructed to do so. Always do a print preview before printing. This will allow you to check your output before printing. Not every student can print at the same time, so printing might take a few minutes.**

**11. Students displaying behavior not appropriate to the learning environment will be asked to stop that behavior immediately and/or leave the lab. Abusive, destructive, or reoccurring nonprofessional behavior may be reported to the schools administrative staff for action. Students who fail to follow these rules may lose computer laboratory and/or Internet privileges depending on the severity of the rule/policy violation.**

**Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_**

**Parent or Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_**