

## **Computer Use Procedures**

Each teacher is responsible to keeping a record of their stations. For computer stations teachers can choose what method they use, but each should be able to have a record of each time the computer is used. There is to be a sheet per day for each lab (and classroom computer area).

### **Current Computer use rules for students:**

Carry computers securely with two hands at all times.

Laptops must be on a desk/table when in use.

Students must use assigned computer number or sign the checkout sheet.

Students are not allowed to carry computers or push carts in the hall.

### **Current computer use rules for teachers:**

Never send a student to get a computer from another room or move a cart.

All labs must be checked out with Sandy. We need to have a record of who is using the lab, so if you are not on the schedule do not use the lab.

<https://docs.google.com/spreadsheets/d/1MahFKUsnRzwF28nr2YzJpg-pJG4sDGdglgnWHu1YdKo/edit?usp=sharing> This is the link to the computer lab schedule. Please save it as a favorite if you have not already.

Student use rules will go with each lab and be above each computer station.