

Hawthorn Academy
COMPUTER LAB & MOBILE LAB RULES AND PROCEDURES

In order to maintain the computer equipment at Hawthorn Academy in the best possible condition, each student/teacher must cooperate and abide by the rules of the lab. Failure to follow Computer Lab rules will result in a temporary loss of computer privileges. Repeated problems could result in permanent removal from the school's network.

General Procedures for Students

- Students will login with username and password. If a student is caught logging in using another student's credentials computer privileges may be lost.
- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Students will ask permission before printing. If permission is granted, students only send the print command to the printer one time. If it is not printing, there is a reason. The student will need to notify the teacher if it did not print.
- Internet use is limited to teacher assigned activities or classwork. No Internet/Intranet gaming activities allowed.
- Personal Internet use for chat rooms, instant messaging (IM), or email is strictly prohibited.
- Do not download or install any programs, games, or music.
- Do not personalize the computer settings. (This includes, but not limited to, moving the monitor, changing screen resolution, brightness/contrast, rotating the screen, audio settings, screen saver, etc.)
- If by mistake you get to an inappropriate Internet site, turn off your monitor immediately and raise your hand.
- Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.
- Students should leave backpacks in classroom or lockers – they are not allowed in the computer lab.
- Students must save to their student drive or google drive. If you save to My documents or any other folder you will lose your document!
- Thumb drives, or other multimedia equipment are not allowed.
- Before leaving the computer lab, students must close all open windows, applications and logout.
- We will adhere to copyright laws.
- Respect the equipment. Do not remove or disconnect parts, cables, or labels.
- Students will carry laptops, ipads, chromebooks, etc. 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.
- Do not remove ac power adaptor from the mobile lab cart.
- Report any damage as soon as you check out the computer from a mobile lab or before using a desk top computer. [Make a record of the problematic computer on the clip board.](#)

General Procedures for Teachers:

- Teacher must remain in labs at all times. Student teachers are not to be left in charge of the computer lab. Teacher must be present.
- Teachers are required to have seating chart and have seating chart sent to Media Center. Students must ALWAYS sit at the same computer. If a change is made, for any reason, the seating chart must be changed. Seating chart will be on the Google Drive, so if there is a problem with a computer, the computer specialist has a student to work with on the damage.
- Teachers must schedule mobile labs and computer labs. If you are not on the schedule, you may not just pop in and use the lab. Use this link to see when the computer lab is free:
<https://docs.google.com/spreadsheets/d/1MahFKUsnRzwF28nr2YzJpg-pJG4sDGdglgnWHu1YdKo/edit?usp=sharing>
- All reservations for labs must be requested with Sandy no later than 48 hours in advance or you will not be allowed to use any of the labs. .
- Teacher's will never send a student to get a computer from another room or move a cart.
- Teachers are expected to closely monitor student activity by frequent screen checks and/or LanSchool. If using the Internet--use URL's that you have visited and are appropriate for the assignment.
- Internet use is limited to teacher assigned activities or classwork. No Internet/Intranet gaming activities allowed. It will be the teacher's responsibility to provide higher DOK activities for students who finish early.
- Any software requests need to be submitted to Lead CTE teacher (Mrs. Petty - WJ campus) and Computer Specialist (Sandy Brown - WJ campus).
- Teachers should report any non-functioning technology equipment on the clipboard. Teachers and students are not to diagnose or try to fix it. If you attempt to fix it you will be liable for the cost of having the computer fixed.
 - If you do not accurately record damages report by a student you may be liable for the cost of having the computer fixed.
- It is the teacher's responsibility to leave clear lab plans for mobile lab and computer lab procedures.
- On Monday and Thursday the last class of the day that use the computer labs are responsible for stacking chairs and straightening desks.
 - Chairs need to be stacked against the walls. Do not stack chairs on top of computers.
 - Neatly organize keyboard and mouse.
- Keep the mobile cart locked; scramble the numbers combination lock as soon as the lock is opened.

By signing the document below I agree to these procedures. I have also included the following statement in my disclosure and have gone over the *General Procedures with students* section with the students. "This class uses the Computer Lab and/or mobile labs. By signing the class disclosure you are also agreeing to the computer/mobile lab rules and procedures as outlined in the Computer & Mobile Lab Procedures document"

Teacher's Signature: _____

Date: _____