



## COMPUTER LAB POLICIES

The computer lab is used for teaching technology classes, for students to research and complete school assignments, and for subject teachers to bring students to the lab for technology aided lessons. Using the lab is a privilege. Students are required to abide by the rules of the lab in order to retain that privilege.

### Lab Hours

- 7:30 – 8:00am: lab is open when a faculty member is present
- 2:35 – 3:00pm: lab is open when a faculty member is present
- 8:00 – 2:35pm: lab is open when classes are not using the room

### General Rules

Students must agree to the **Acceptable Use Policy** found on the school's Student Policies webpage in order to use school technology equipment.

Students may not access social networking sites or email sites during school hours.

Students must respect both the physical and intellectual property of the school and others in the lab.

### Printer use

- Reports and projects should be printed at home unless permission is granted to print at school.
- Printing pages in color will cost 10¢ each unless otherwise instructed by a teacher assigning a project that requires color print.

### Study Halls

- Students may use the computer lab during study halls to work on school assignments. The lab is open for this purpose unless another teacher's class has reserved the lab.