



SCHOOL TECHNOLOGY and COMPUTER LAB RULES

1. Keep your Computer ID Card in your binder at all times.
2. Use school technology and school computer accounts for educational purposes ONLY.
3. You must be under the supervision of a teacher or Library staff when using school technology and computers.
4. Use hand sanitizer before using any school computer.
5. Sit at your assigned computer in Labs and use only your own school computer accounts.
6. Follow Computer Lab DRILL directions displayed on screen as soon as you are seated.
7. Do not lay binders, books, or purses on computer desks; keep these items under your chair. You may use a clipboard for writing.
8. Use your own earbuds or sign out a headset only when needed for sound.
9. Follow the BCPS Telecommunications Acceptable Use Policy for Students (AUP) when using school computers and school computer accounts (from school or home). Any violation of this policy is grounds for suspension. Visit only school-appropriate and approved Websites.
10. Do not tamper with settings or equipment such as: mouse pads, mouse, sound bar, keyboard settings, monitors, monitor display settings, desktop icons, or Login screen.
11. Follow procedures for using multimedia equipment including: Digital cameras, Flip cams, Web cams, headsets, microphones, players and recorders. Handle equipment with care. You are financially responsible for damage to equipment.
12. SAVE your work and LOG OFF the computer when finished. Leave a neat workspace and a BLANK Login screen for the next computer user. Leave the computer monitor ON.