



# Computer Lab Procedures



**FWMS**

# Computer Lab Procedures

**In order for the lab to run smoothly and effectively for all classes and students, it is important that all teachers adhere to the following guidelines:**

- Please check availability for the computer labs prior to requesting a time (the computer lab/ mobile lab schedule is located on the staff share drive, folder name "Computer Lab. Calendars")
  - Once you have verified the date and time you would like the lab, email Mr. Kucuk with the necessary information for completing the process.
  - Remember you can only schedule a computer lab within 6 weeks of use. Please do not email Mr. Kucuk with request outside this time frame.
  - Before the class starts, please explain to students that they must use the computers gently, following all procedures while using the computers.
  - Remember to make sure students do not use or access the following:
    - No chat lines
    - No games
    - No accessing sexually explicit materials
    - No food
    - No gum
    - No beverage
  - Emphasize to the students that they must push the keys on the keyboard gently.
  - Misusing and/or damaging school computers or the District computer network indicates lack of respect for school property and the privacy of others. Students who engage in this behavior are in violation of rules spelled out in the Student Handbook.
  - Students are also reminded that computer hacking and tampering are crimes under Texas and federal law. Students who engage in these behaviors risk expulsion and legal prosecution.
  - The use of headphones with CD, iPods is not permitted .
  - Do not take the computer headphones for your classroom.
  - Settings on the computers should not be changed or altered.
  - Downloading of Software to the computers is not allowed.
  - Do not print unnecessary pages. Do not change the printer toners, call Mr. Kucuk to change them.
  - If some thing is not working please do not try to fix it. Call Mr. Kucuk.
  - Without permission do not take and use technology materials (ink cartridges, cables, monitors, head phones, etc.) located in the cabinets or computer lab rooms
  - Maintain discipline within your class and remember that you are responsible for supervising your students' computer and Internet use.
  - Keep your students in one class area.
  - Learn the software applications your class will be using prior to bringing your students to the lab. If you need help learning an application, the technology trainer will be able to provide training before your scheduled lab visit.
  - Substitutes are not allowed to be in the computer labs for instruction.
  - If the students are working on big projects that require a lot of storage space, ( DVD, MPEG, MPG AVI scanning pictures etc.) before starting the projects, speak to the technology facilitator to find out how the students should save their work.
  - If you need a headset in your classroom, please check them out with the technology teacher Mrs.Tarbet .Check availability with her. At the end of the day please bring the bag and headsets back to the technology teacher's room. If you use the headsets 2 or more day it does not matter. At the end of each day headsets should returned.
- \*\*\*At the end of the day when the students leave the classroom, it is the **teacher's responsibility** to make sure all computers, monitors, and TV in the computer laboratory are turned off.**