COMPUTER LAB GUIDELINES

Welcome to the computer lab. Our classes are designed to meet your individual needs, so you may progress at your own pace. In our lab, you will find students working in different programs and at many different levels to reach their individual goals.

1. Students may only use the software programs allowed by their instructor. If you are found using programs not allowed by your instructor, or if you are found in the operating system of the computer, you will either receive a warning or be banned from the computer lab depending on the seriousness of your actions.

2. All Internet use must be **school or employment related**: E-mail is limited to ½ hour per day. Inappropriate surfing of contraband sites (weapons, porn, violence etc.) will be an automatic **3 day suspension** for the first offense. A second offense is grounds for being permanently banned from the ABE program.

3. Computers are to be used for **educational and employment purposes only**. **ABSOLUTELY NO** downloading, My Space, FaceBook, Instant Messaging, Chat rooms, and/or illegal or inappropriate browsing in the computer labs.

4. Cell phones must be **turned off**, or on silent or vibrate mode, while in the computer labs. DO NOT talk on a cell phone in computer labs.

5. No Picture taking, either of screens or other students or of the classrooms.

6. No food or drinks are allowed at the computer stations. Please talk to the instructor to find designated/appropriate areas for food and drink.

7. Students cannot use personal disks, Flash Drives, CDs or MP3 players from outside the computer lab unless your instructor or lab personnel first scan them for viruses.

8. Please be courteous. Leave your computer station clean and free of folders, papers, books, garbage, etc. Return all classroom books and disks to the designated areas and push in the chairs when you leave.

9. Blank copy paper is for the printer's ONLY, scratch paper will be provided.

By signing this form, I have read and agree to the conditions of attendance stated above.

Print Name_____   Teacher's Name_____

Sign Name_____   Today's Date   _____

(Rev 2-09)