

**Welcome to your
Computer Lab!**





There are a few things you'll need to remember.....



Arrival Procedures



- Come in quietly.
- Move to the assigned workstations
- Do not begin using the computer until you are told to do so.

Be Nice to the Computers

- Always have clean hands.
- No food or drinks in the lab, or this could happen:



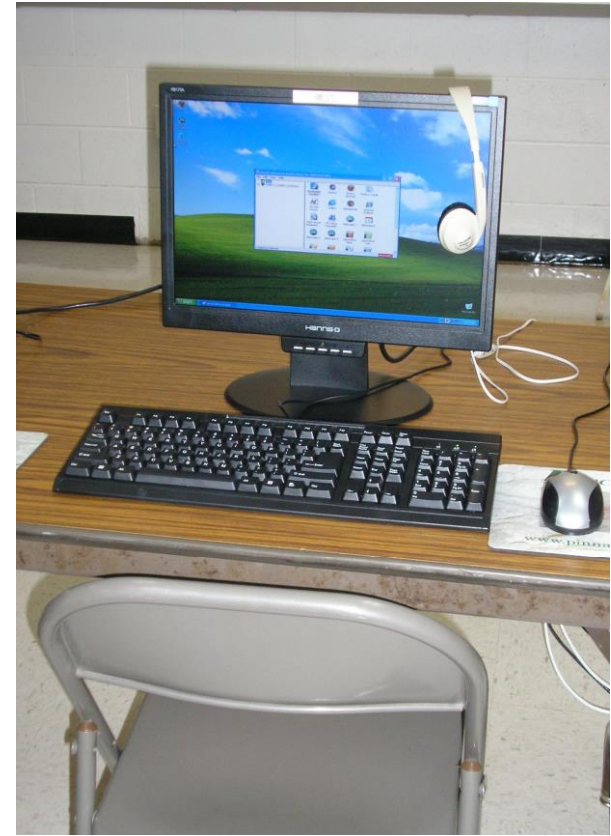
Be Nice to the Computers (cont'd)...

- Don't touch the monitor screens.
- Be gentle with mice and headphones.
- Print with permission ONLY.
- Click PRINT once.



Be Nice to the Computers (cont'd)...

- Leave your area neat, clean, and organized just like this:



Be Nice to Others

- Help others with your MOUTH, not their MOUSE!
- Keep your hands on your computer only.
- Open only your work.
- Need HELP ! - Be Seated and Raise your hand



[This Photo](#) by Unknown



Internet Rules

- Stay only on approved websites.
- No emailing or chatting.
- No watching videos or listening to music
- Never give out personal information.





When class is over....

1. Save your work/Exit programs.
2. Pack the headphones in the cover and return it to the box.
3. Straighten keyboard and mouse.
4. Switch off the monitor.
5. Gather materials/trash.
6. Push in your chair and stand behind it until dismissed.
7. Walk slowly to the door staying behind whoever is in front of you.

Enjoy your time in
the computer lab!

