

Student Guidelines for Computer Use

1. No gum, food, candy, or beverages in the lab.
2. Save your work periodically and make sure you have saved prior to printing.
3. Do not print web pages:
 - a. Copy and paste the information into a Word or AppleWorks document.
 - b. Select all the text and change to a standard font (Helvetica, Geneva, etc.).
 - c. With all text still selected choose black as the font color.
 - d. Run print preview to insure that the page orientation is correct.
 - e. Print.
4. No backpacks are allowed in the lab.
5. Federal copyright rules/guidelines are posted in each lab. It is your responsibility to know and follow these rules/guidelines.
6. The district's Acceptable Use Policy (AUP) is posted in each lab. It is your responsibility to know and follow our AUP.
7. Keyboard shortcuts are posted in each lab to help you become more efficient.
8. Straighten up your work area – chair, mouse, keyboard, and monitor- when you leave the lab.