

Staff Guidelines for Computer Lab Use

1. Before leaving your classroom for the computer lab or media center ask students to get rid of gum, candy, etc.
2. Sign up, but make sure you take your name off of the sign up list if your schedule changes.
3. Someone must supervise students in any of the lab classrooms. Sending students unsupervised to a lab is not considerate of the instructor working in that lab and is also not appropriate if the students are alone without an instructor.
4. Remind students to copy information from a web site onto a Word or AppleWorks document and then print rather than printing directly from the web.
5. Have students copy and paste into document and then save BEFORE printing.
6. Create a contingency plan for those students who finish the activity faster than the rest of the class.
7. When you are in the lab – that room is your classroom.
8. Remind students that they need to leave the lab the way they found it.
9. Remind students they are not allowed to bring backpacks into the lab.
10. Review copyright rules with students.
11. If printing from a classroom to a lab printer, try to print and pick up at the end of a class period.