

# Elementary Computer Lab Rules

## Before You Come In

- 🔒 Line up outside the door.
- 🔒 Wait quietly.
- 🔒 Clean hands if needed.
- 🔒 Gum, candy, food and drinks outside.

## When You Come In

- 🔒 Sit at your assigned computer.
- 🔒 Wait quietly for instructions.
- 🔒 Keep your hands to yourself.

## While You're Working

- 🔒 Stay in your assigned seat.
- 🔒 Keep your eyes on your own screen.
- 🔒 Keep your hands to yourself.
- 🔒 Use your nametag when you need help.
- 🔒 Ask the teacher before you print anything.

## Respect the Equipment

- 🔒 Touch only the keyboard and mouse.
- 🔒 Be gentle.
- 🔒 Don't twist or pull on cords.
- 🔒 Keep cords out of your mouth.

(Over)

## **If You Have an Emergency**

- ☞ Restroom – Ask for permission and then go.
- ☞ If you're going to be sick use the trash can or go to the restroom.

## **When It's Time to Go**

- ☞ Put the headphones on top of the monitor.
- ☞ Push in your chair.
- ☞ Line up single file at the door.
- ☞ Wait for the teacher to walk with you.

## **Rewards**

- ☞ Printouts to take home
- ☞ Stickers
- ☞ Good reports to your teacher
- ☞ Star student awards

## **Consequences**

- ☞ Warning #1: Verbal warning, 1<sup>st</sup> check mark.
- ☞ Warning #2: Loss of computer time, 2<sup>nd</sup> check mark.
- ☞ Warning #3: One day at the table without computer time, 3<sup>rd</sup> check mark.
- ☞ Warning #4: Mrs. Potvin's or Mr. Williams' office.