**Evergreen Charter School**

**Computer Lab Expectations**  
  
*Students must promise to follow these expectations in order to use technology and technology related resources in the Computer Lab***.**  
  
**I will:**

Come into the computer lab quietly

Go to your assigned seat and wait for instructions before you do anything

Come prepared with your folder

Only visit approved Internet sites when given permission to do so  
Never give out or share passwords or personal information  
Do not download anything  
Use good manners when using technology  
Make sure to leave the workspace neat and clean  
Save your work and Logout  
Return keyboard, mouse and headphones to their proper place  
Push in your chair and take your belongings  
Print only with permission  
Listen carefully and follow directions  
Use only the assigned computer  
Treat classmates, teachers and all equipment with respect  
Hands clean  
No banging on the keyboard or pulling the mouse or mouse pad  
Avoid touching the monitor/screen  
Sit with good posture  
Four feet of chair should always be on the floor  
Eat and drink in the cafeteria not in the computer lab  
No food or drink in the lab. Leave your drink on the table outside the lab  
Return signed by Student and Parent, the **ECS Technology Acceptable Use Policy**  
and the **Computer Lab Expectations** **Memo.**  
  
**Be prepared to learn something new everyday in the Computer Lab**

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_