**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_