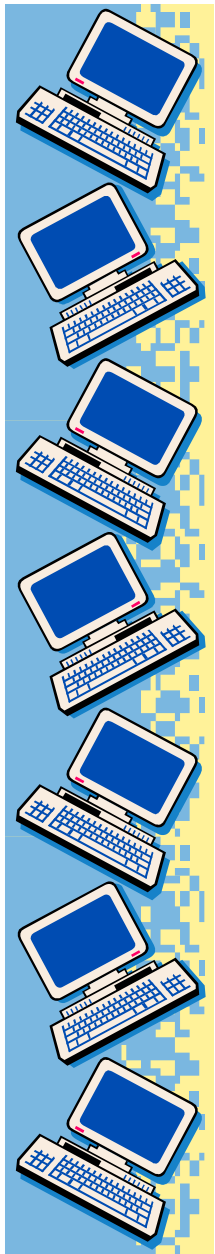


Welcome to
your
Computer
Lab!





There are a few things
you'll need to remember.....

Arrival Procedures

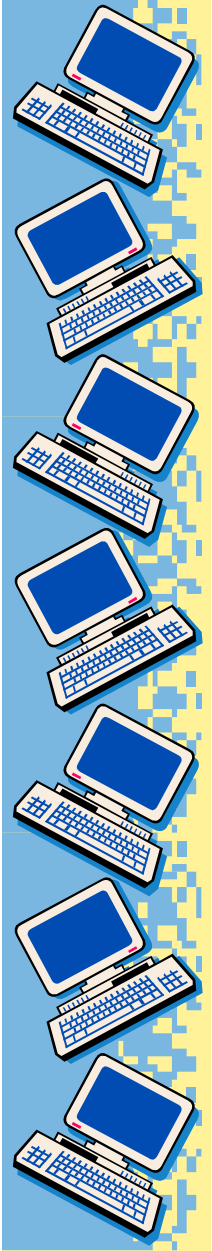


- Come in quietly.
- Move to the workstations beginning with the row closest to the front of the room.
- Do not begin using the computer until you are told to do so.



Be Nice to the Computers

- Always have clean hands.
- No food or drinks in the lab, or this could happen:



Be Nice to the Computers (cont'd)...

- Don't touch the monitor screens.
- Be gentle with mice and headphones.
- Print with permission **ONLY**.
- Click **PRINT** once.



Be Nice to the Computers (cont'd)...

- Leave your area neat, clean, and organized just like this:



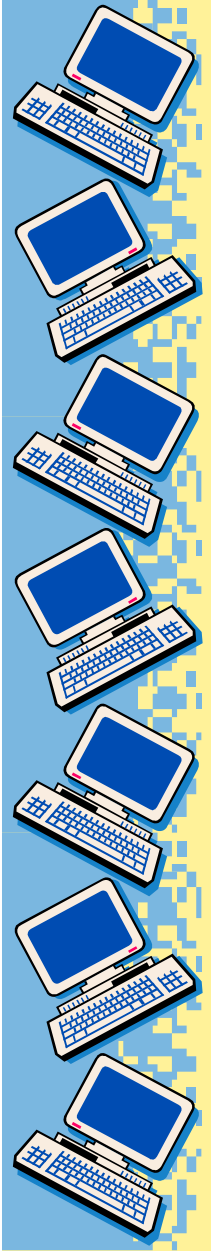


Be Nice to Others

- Help others with your MOUTH, not their MOUSE!
- Keep your hands on your computer only.
- Open only your work.

Internet Rules

- Stay on approved websites.
- No emailing or chatting.
- Never give out personal information.





When class is over....

1. Save your work/Exit programs.
2. Hang headphones up.
3. Straighten keyboard/mouse.
4. Gather materials/trash.
5. Push in your chair and stand behind it until dismissed.
6. Walk slowly to the door staying behind whoever is in front of you.

Enjoy your time
in the
computer lab!

