



Lab Etiquette

How to be a Good Guest in a Shared Lab

1. Be familiar with Northside's AUP (Acceptable Use Policy).
2. Students are required to have an Internet sticker on their student ID card before accessing the Internet.
3. Food and Drinks - Students are **NOT** allowed this privilege. Only adults may consume food or drinks inside the computer lab.
4. Never change icons, color schemes, screen savers, or any settings on the computer.
5. Students are **NOT** allowed to print to the color printer unless the teacher grants permission. (Remember the cost of color printing is significantly higher than printing to the B/W laser printer.)
6. Learn and practice proper procedures for logging-in, logging-out, and shutting down computers.
7. Students are **NOT** allowed to check personal e-mail accounts, play video games on the Internet, or listen to music CDs using computer equipment. Games must have educational merit and support curriculum content.
8. Students are **NOT** allowed to download any software without the approval of the lab facilitator.
9. Students must be supervised when working in computer labs. Students must **NOT** be left unattended.
10. Always leave the lab neat and clean. Pick up any scrap paper or trash.
11. Follow the shut down procedure at the end of each block/period/session.
 - Close all programs.
 - Log off the network by going to the *Start* button. Select *Shut Down* > *Shut down the computer*. (This will reset the original default setting set by "DeepFreeze". The computer will now be ready for the next student.)
 - Do Not turn off the monitor, it will power down automatically.
 - Position the mouse pad adjacent to the keyboard on the right side.
 - Untangle the mouse-tail and turn the mouse upside down on the mouse pad.
 - Headphones (if present) are stored on top of the monitor.
 - Push in your chair.