



St. Mark's College Namagoma

"To be not to seem"

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COMPUTER ROOM RULES

1. All Computer facilities are only to be used for college work. Students are not to be in a computer room without a teacher's permission.
2. Enter the room quietly. Be prepared for class. Bring your agenda and a pen or pencil to your seat. Also bring any homework or assignments you need for your class.
3. Do not logon as anyone but yourself. Remember your password and keep it secure.
4. Do NOT eat or drink in the computer room. Do NOT chew gum.
5. Wait for teacher's permission to use the equipment. You must follow the instructions given for all activities. Keep hands off the equipment anytime the teacher is speaking to the class.
6. You are responsible for the computer you are using, so please check equipment at start of lesson and notify teacher if necessary. Do not unplug or change equipment. NO vandalizing computers in anyway: this includes keyboard, mice, computer, and desktop.
7. Treat the equipment carefully and respectfully. You do not have permission to take apart any equipment. Keep your hands OFF of other people's computers.
8. Cooperate when using the printers. Try not to waste printing paper. Show on screen the teacher your work for approval before printing it out.
9. Be considerate and talk softly. Let others think. Be respectful of all teachers and students who may be using the room. Be courteous and helpful to fellow students, teachers and computer technicians at all times.
10. Raise your hand when you need help. **Don't wait** till you lose your work (save often to the folder provided on the network) or the computer shuts down on you before you alert someone of a problem. Be patient and think about your problem or questions while waiting. Do not move or adjust equipment without permission.
11. The Internet is used for school-related work ONLY. When using the Internet your usage is monitored, anyone accessing undesirable sites will have Internet privileges removed and will be formally disciplined. Surfing through Web sites that are ethically wrong, and sending e-mails that are ethically wrong, is strictly prohibited.

To Be Not To Seem

12. Clean up the area around your computer, and keep all surfaces neat and clean at all times. Throw away any trash in the bin provided in the room.
13. No disks/CDs are to be brought in or taken out of the room without teacher's permission. You may not insert a disk in the computer until it has first been scanned for viruses.
14. Only college software is to be used, no software of any kind is to be brought into the classrooms. Software must not be downloaded from the Internet.
15. No playing games unless they are part of the course work. Watching films, and listening to music are not allowed.
16. Take all your belongings with you when leaving the computer room. Hand in your folder and any assigned work.
17. Plan to clean up at least 5 minutes before the bell. Log out of the network and **TURN THE COMPUTER OFF.**

POSSIBLE CONSEQUENCES FOR BREAKING RULES

- a) Meeting with headmaster, and/or Parent conference
- b) If a student is caught vandalizing equipment in anyway: consequences will include paying for repairs, cleanup, possible failure and removal from course.
- c) Lowered grades: part of class is learning how to use computers correctly.
- d) Loss of computer privileges.
- e) Anyone found saving software to disk without authorization will be asked to leave.
- f) Withdrawal from computer access which may result in non-completion of a course or project.
- g) Cleaning the computer room from top to bottom!