



John H Francis Polytechnic High School

Computer Lab Policy

Purpose:

The purpose of this document is to provide a better understanding of the Computer Lab Policy and provide written documentation of said policy.

Policy Statement:

In order to provide a computer lab environment conducive to your student's education and productivity, every teacher must agree to the guidelines provided in this document and make sure their students also follow guidelines before using any of our campus computer labs. The use of any school equipment is restricted to Poly students, faculty, staff and guest who have been approved by appropriate staff. Use of the Computer Labs is a privilege and can be restricted if misuse is found.

Poly makes no guarantee of privacy. While in the computer labs, you are being monitored.

There is also no guarantee of protection from intrusion by others, always remember to log out from all your websites.

Policy:

1. Teacher must accompany students at all times while in the computer lab.
2. No eating OR drinking in the lab.
3. Teachers must monitor that students are on task to what the lab period is reserved for.
4. Games of any kind, unless told otherwise by teacher, are prohibited.
5. Do not abuse the equipment. If any computer lab user encounters a problem, they must contact the Computer Lab Technician.
6. Printing is limited to school-related materials. Teacher's must be responsible with the supplies provided and not abuse that.
7. No moving the lab equipment and/or cables.
8. Before leaving, please:
 - a. Shut computer off
 - b. Tuck in chair
 - c. Clean up work area
9. Teachers must reserve computer lab at least one day prior to day of use.
 - a. Must email appropriate Computer Lab Assistant for reservations.
 - i. Teachers can view lab schedule for Lab 84 and 90 here:
<http://tinyurl.com/zdfgzzi>
 1. To make a reservation, email: simerpreet.singh@polyhigh.org
 - ii. Teachers can view lab schedule for Freshmen Center here:
<http://tinyurl.com/zuzk7qu>
 1. To make a reservation, email: jesse.renteria@polyhigh.org



John H Francis Polytechnic High School Computer Lab Policy

10. Everyone is expected to know and adhere to the appropriate school, state and federal regulations and guidelines.
11. Make sure that students have signed and turned in their Responsible Use Policy (RUP).

Computer Lab Assistant:

The Computer Lab Assistant is there to assist lab users with electronic media, hardware and software issues. They shall assist with basic applications, Internet and printing questions. During lab use, teachers are responsible for the basics of maintaining the integrity of the computer labs, types of documents being printed and how much paper is being used.

Consequence for Irresponsible Use:

If it is found that students or staff constantly neglects the Computer Lab Policy, computer lab privileges will be taken away.

I have read, understand, and agree to abide with the Computer Lab Policy.

Employee Name: _____

Employee Signature: _____ Date: _____