

## COMPUTER LAB PROTOCOL

1. You will sign the computer lab protocol form and return it Ms. Littlebird, A.P. Teachers will still sign up for a lab on the JCMS webpage under the Technology tab.
2. You will sign out and in the key for the computer lab from the Key Master. In C Hall, Mr. Oliva (C-127), D Hall, Mrs. Dossey (D-131); E Hall, Ms. Lawson (E-129). Leave your name and the number of any computer/s not working with the Key Master when you return the lab key.
3. If the lab is in disarray, text JCMS Tech at 463-2267 or 321-0525 or 400-2995 immediately.
4. Teachers will complete a seating chart for every class that they take to the computer lab. Make copies of that chart so you do not have to create new charts every day or week. Students should use the same computer each time, unless behaviors indicate a change is needed.

**Teachers:** If a computer is not working---**Do not attempt to fix it.** Please email JCMS TECH with Lab and location number of the computer.

5. Teachers are expected to walk around the room and supervise their students during their entire time in the computer lab. **Do Not** work on your own device.
6. **Review these expectations with your students:**  
**Behavior Expectations for Students:**
  - A. **Do Stay** on Task
  - B. **Do take care** of the equipment
  - C. **Do report** any damage you see (missing keys)
  - D. **Do report** any changes to settings, background, etc.
  - E. **Do sign** off when finished. **Do** leave the computers on.
7. Talk to your students about the privilege of using computer equipment.
  - A. The following activities **are not allowed:**
  - B. Downloading any unapproved programs or games (Pokemon, Minecraft, Photo Booth, Warcraft, etc.)
  - C. Calling/texting/Facetime/Snap Chat, etc. anyone during class or during the school day
  - D. Removing any keys from the keyboard
  - E. Plugging / unplugging mice, keyboard, etc.
  - F. Students do not need pencil/pens in the lab to mark on computers and tables.
8. **ABSOLUTELY NO FOOD OR DRINK in labs.** There should not be wrappers and bottles on the table and floor. This applies to all staff and students.
9. End of the day users will be asked be asked periodically to clean a lab prior to leaving the lab. Protocol for cleaning will be provided.

I understand the issues and agree to the terms of computer lab use at Jimmy Carter Middle School.

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(Teacher Name)

(Date)