



Lab Rules

1. You are responsible for being able to log in during each lab. After today if you show up and have been suspended from computer usage you will have a zero on that day's lab. If you do not know your password or login, you will have a zero for that day. Please check your login status prior to returning to lab. We will be in the lab about every two weeks for the rest of the year.
2. **You are to keep all book bags and possessions under your desk.** Failure to do so will result in a 25 pt deduction in lab credit. Be careful not to jostle the computers. **ABSOLUTELY NO FOOD OR DRINK OF ANY KIND IS ALLOWED IN THE LAB.** You must have all such items in your bag and they must stay there.
3. You must **label** any work that is submitted with **Name, bell and lab #.qtr. at the top of the page**
4. **You are responsible after today for being able to navigate on the computer to where the lab instructions are located.** If I have to tell you how to get to the lab you will receive a 25pt deduction. If you are at any site that is not associated with the lab you will receive an automatic zero for that day's lab and a detention.
5. Talking about the content of the lab or assignments associated with the lab **are** permitted as long as I am not giving directions and it is not distracting to other members of the class.
6. All lab work must be submitted by the end of the bell unless **I specifically tell you it is not.** You are responsible for turning it into me before leaving.
7. You must log out of the computer when the bell rings, you will not be dismissed before everyone is logged off. (If you have a study hall following the lab period and want to remain in the lab with me you must obtain permission from me).
8. Homework which is due should be placed on the upper aisle corner of the desk. I will only make one pass to check homework and to see if your lab sheet is set up properly after the 1st 10 minutes of class.