

Computer Lab Use Procedures

1. Teachers may only sign up for the lab three weeks in advance.
2. We have only one lab, so please be considerate of other teachers and do not bring your class to the lab more than three times over two weeks.
3. Please sign the check-in and check-out sheet verifying the condition of the lab.
4. Please fill out a seating chart for all of your students.
5. Seating charts and check-out sheets will need to be returned to Ms. O----- after use.
6. Please do not leave students unattended in the computer lab. If you need to leave momentarily, please inform Ms. O-----.
7. Please do not allow students to eat or drink in the computer lab.