

# **St. Gabriel School has rules for acceptable behavior when using technology:**

## **FOLLOW THE CLASSROOM ROUTINES**

- Find your seat calmly and wait quietly for directions
- No running or pushing
- Do not walk behind the tables near the windows or closets
- Be careful not to trip on or pull any of the cords
- Never touch the server rack or the projection screen
- Do not crowd around the printer or pull paper from printer
- Store headphones and push in chairs before leaving

## **KEEP THE LAB A HEALTHY PLACE**

- If possible, wash your hands before coming to the computer lab
- Use the hand sanitizer before computer use
- Use a tissue for sneezes, coughs, and runny noses
- Don't touch the computer after touching mouth or nose
- Do not bring food or liquids into the lab

## **RESPECT YOUR TEACHERS AND OTHERS**

- Be a good listener and follow all directions
- Use an "inside voice" – no shouting, loud talking, or calling out
- Don't talk while the teacher is giving directions
- Raise your hand and wait quietly if you need help
- Never touch another person's computer or change their computer work
- Be mindful of people's feelings and never do hurtful things with technology
- Always use your own log-in information – do not share your passwords

## **RESPECT THE HARDWARE**

- Be gentle with the hardware: keyboard, mouse, headphones, mouse pad, keyboard covers, and all furniture
- No pounding, poking, banging, kicking, picking, ripping, pulling, etc.
- Keep your fingers off the computer screen
- Let the printer finish printing before removing paper

## **RESPECT THE ITEMS ON THE COMPUTER**

- Do not change, move, or delete any files on the computer
- Do not change any settings
- Do not open any files or applications without permission
- Never give out any personal information when using the internet