

## **Computer Laboratory Routines and Procedures**

### **Before entering the laboratory**

1. The laboratory is out of bounds to all students unless a teacher is present.
2. Students must be in proper school attire.
3. No food and drinks are to be brought in the laboratory.
4. Students should line up quietly along the wall outside the laboratory until the teacher indicates they may enter the laboratory.

### **After entering the laboratory**

1. Students must sit only at the terminals allotted to them.
2. Bags and personal diskettes/CD- ROMs/Pen drives cannot be brought to the terminals without the permission of the teacher.
3. Students are to turn on their terminals only upon the instruction of the teacher.

### **Before Leaving the laboratory**

1. Students are to shut down the computer before turning off the power supply.
2. The computers should be shut down in proper manner.
3. Students are to push in the chairs and remove any unwanted materials and printouts.

### **Laboratory usage rules**

1. Students are not allowed to change hardware, network, display or any other settings on the computers.
2. Students are not allowed to install, copy or play computer games.
3. Students are to report any malfunction, missing hardware or vandalism immediately to the teacher.
4. Attempting to break into other computers or Internet account is an offence.
5. To intentionally deny or degrade other users' legitimate access to computing facilities, as well as the willful introduction of viruses is an offence.
6. Copying programmes or data protected by copyright or by special license is prohibited.