**Cordova High School  
PC Lab Guidelines**

**Teachers are responsible for the actions of their students while they are in the lab.  
MONITOR your students closely!**

***Per Dr. Everson, teachers are to use the labs in their department. Any exceptions to this will require prior approval by Dr. Everson.***   
**LAB DEPARTMENT SIGN UP**   
Lab 204 Freshman Academy Bailey, Room 200  
Lab 222 Science Gentry, Room 232  
Lab 223 Freshman Academy Bailey, Room 200  
Lab 249 Math & English Chappell, Room 241   
Lab 120 All other departments Library

1. **NEVER LEAVE STUDENTS UNATTENDED IN THE LAB!**

2. **NO FOOD, DRINK, OR GUM** allowed in the lab ---- **FACULTY OR STUDENTS**.

3. Have a designated assignment for **ALL** students…this assignment is the **ONLY** thing students should be working on…Do not allow students to play games, watch videos, etc.

4. Before going to a PC Lab, if the planned assignment requires Internet access, it is the **teacher’s responsibility** to check the list in the library to determine which students have/do not have permission to use the Internet. If your assignment requires Internet access, an alternate assignment should be provided to students without Internet permission.

5. Teachers should bring their own supply of paper if students will be required to print.

6. The computers in some of the labs have special software installed that will delete any work saved or changes made to the computer by the student when the computer restarts. Computers are restarted every morning. Students should not expect work they save on lab computers to be there on subsequent visits!

7. Before leaving the PC Lab, instruct students

* To close out all programs and log off the computer (do not shut down)
* Remove all loose paper and trash from their area and place it in the trash can by the door
* Push chairs under the tables

8. Leave lab doors closed and locked when the lab is unattended.

9. Substitute teachers are not allowed to take students to the PC labs. Do not sign up to use a lab if you will not be at school.

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Teacher Signature