

COMPUTER SERVICING LAB RULES

In order for you to have an enjoyable experience in the Computer Servicing lab I have developed a set of rules to make the lab run as designed.

1. Good clean up is essential, all labs and equipment will be put back to its original state. All papers and work materials must be picked up. Points will deducted for labs that are not properly cleaned up.
2. All chairs and stools must be returned to their proper place.
3. All computers must remain in original configuration, unless changes are required by in lab exercise. This includes **NO DOWNLOADING** without the express consent of the instructor. Any improper activity will lead to disciplinary action up to removal from the class and a failing grade. There will be no accessing the Internet without express consent of the instructor. Game playing and “I.M. ing” is okay at home but not here.
4. When working with hardware components Anti-static procedures **MUST** be followed at all times. Anti-static straps, mats and bags will be used properly.
5. All lab books must be properly put away, they must be in original form, writing, drawing or marking on the lab books is not acceptable.
6. All labs must be demonstrated to the instructor in order to be signed off. In order to receive credit ALL labs must be signed off by the instructor.
7. All computer and monitors must be turned off at the end of the lab.
8. NO food or drink is allowed in the computer lab.
9. All equipment is to be checked out at the beginning of the lab and checked in at the end of the lab.
10. The equipment area is off limits to students; only students with teacher permission are allowed in the storage area.
11. Computers are for official activities only; the internet is for specific projects only.

Student Name (print): _____ Date: _____

Student Signature: _____