

The Media Center Computer Lab

The Media Center Computer Lab operates on a *flexible* schedule. Because the Lab runs on a “first come, first serve” basis, please plan ahead and sign up for its use. The Computer Lab Schedule Log is located in a notebook at the Circulation Counter.

Teacher Responsibilities for Computer Lab Use

1. Students should know their computer passwords.
2. Inform your students of the rules for using the lab before bringing your classes.
3. Backpacks and book bags should remain in the classroom.
4. Inform the Media Staff when a computer or the printer needs attention.
5. Meet with students in the classroom first, and then come to the lab as a group.
6. Computers will be booted up in the morning at the request of the teacher using the lab. Please have 6th period students “power down” the computers at the end of the school day. Use the following procedure:
 - Close all windows in the program being used.
 - Double click on **Shutdown Windows** on left side of screen.
 - Double click on **Shutdown Workstation** on right side of screen.
 - Double click on box titled **3 Shutdown.**
 - The hard drive will automatically turn off. Students must turn off the monitor by pressing the button on the right side.
7. Before leaving the lab, make sure work stations are clean and ready for others to use.

Rules for Students Using Computers

1. **Computer lab area should be free from food, drink, and gum.**
2. Students may use the lab with teacher supervision.
3. Remember to leave backpacks and book bags in your classroom or lockers.
4. Clean up your workstation area before leaving the lab. Straighten your mouse, place trash in the can, and gather all work tools and materials.