

Lab Guidelines to follow:

1. Allow time for your students to do the following:
 - a. Log off of the computers
 - b. Put headphones back
 - c. Push their seats in
 - d. Pick up trash from the desk and floor (this includes the teacher area)
2. Follow the printing guidelines posted in each lab.
3. Turn the lights off and shut the doors to the hallways every time you are finished using the lab.
4. If there are problems with a computer or printer please inform Mrs. Hohlbauch.
5. If there are broken chairs, desk, or temperature related issues please submit a maintenance request to Mrs. Sigrist.
6. Teachers please be sure to:
 - a. Log off of the teacher computer
 - b. Turn the Smartboard and projector off.
 - c. Appoint a student to go to the school website to see if you are the last class of the day and if so please shut down all computers. Some computers you may have to turn off manually.

Please help us keep our computer labs clean and working properly. These labs are a very important part of our student's educations. We also use these labs for conferences where individuals from outside of our school come in to use them. Let's keep them in great condition at all times.