# Lemme Elementary
## Computer Lab Expectations Matrix

<table>
<thead>
<tr>
<th>Class Activity or Routine</th>
<th>EXPECTATIONS</th>
<th>I am Responsible</th>
<th>I am Respectful</th>
<th>I am Caring</th>
<th>I am Trustworthy</th>
</tr>
</thead>
</table>
| Entering the Computer Lab | • Use hand sanitizer  
• Sit in your assigned seat  
• Wait for instructions | • Keep food and drink out of the lab | • 0 voice when listening to instructions | • Use the computer lab only when an adult is present |
| Working                   | • Listen and follow directions  
• Use your own login and password (3rd - 6th)  
• Stay focused on task  
• Only print pages to the Lemme Lab Laser with teacher or librarian approval  
• Saved to assigned folder  
• Do not share any personal information over the Internet | • Respect settings on computers, only adults change settings  
• Equipment and network are for school related use only  
• Respect other’s work by following copyright and fair use guidelines | • 0 voice when working  
• Keep your hands on your own keyboard and mouse  
• Treat computers and network with respect  
• Use your mouse to point instead of touching or pointing at the monitor | • Use computers and network for educational purposes only  
• Use computers for assigned task only  
• Use only teacher or librarian approved websites  
• Stay on designated websites  
• If you stumble across something inappropriate, exit immediately and tell the teacher |
| Exiting the Computer Lab  | • Exit all programs and log off when asked | • Push in chairs and put headphones away | • 0 voice  
• Leave computer and monitor on for the next class | • Leave the computer lab as you found it |