



Lemme Elementary

Computer Lab Expectations Matrix



Class Activity or Routine	EXPECTATIONS			
	<u>I am Responsible</u>	<u>I am Respectful</u>	<u>I am Caring</u>	<u>I am Trustworthy</u>
Entering the Computer Lab	<ul style="list-style-type: none"> • Use hand sanitizer • Sit in your assigned seat • Wait for instructions 	<ul style="list-style-type: none"> • Keep food and drink out of the lab 	<ul style="list-style-type: none"> • 0 voice when listening to instructions 	<ul style="list-style-type: none"> • Use the computer lab only when an adult is present
Working	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Exit all programs and log off when asked 	<ul style="list-style-type: none"> • Push in chairs and put headphones away 	<ul style="list-style-type: none"> • 0 voice • Leave computer and monitor on for the next class 	<ul style="list-style-type: none"> • Leave the computer lab as you found it