

COMPUTER LAB RULES

GENERAL RULES

These apply at all times

1. **Students are not permitted in a computer lab unless it is supervised. This particularly applies to COM1, COM3, COM4 and COM5**
2. **Students may use COM3 and COM2 at break and lunch times to do school work including ECA projects**
3. **COM2 is used as an overflow when COM3 becomes full**
4. **Help is available at BREAK and LUNCH – see teacher on duty**
5. **Students may use COM3 before and after school however there are specific rules at this time (see below)**
6. **NO bags, NO Food and NO drinks even water!**
7. **Only school work – no games**
8. **Only one student to a computer – no sharing seats**
9. **No emailing except using school email accounts**
10. **No running in the labs and work quietly**

COLOUR PRINTING

- **School work only please**

BEFORE & AFTER SCHOOL

NO access if no ICT teacher in office

NO internet except Patana Website

Please leave all general ICT enquiries to break and lunch-times and see duty teacher

ICT teachers may close COM3 – especially Monday mornings between 7:10 and 7:40