**Computer Lab Guidelines**

1. The computer labs in the Milton Area School District may be used only by members of the Milton Area School District, including current students, staff, and faculty.
2. All Network/Internet Acceptable Use Policies as outlined by the school district apply to computer lab usage.
3. To reserve the computer lab for classroom purposes, use the Lab Scheduler link on the Staff Resources page on the website.
4. Before your scheduled time in the computer lab, please sign out from the building office if applicable: the keys, remote control for the projection system, and interactive whiteboard accessories.
5. When you are finished, sign in the applicable computer lab accessories to the building office.
6. The sign out/sign in sheets for applicable computer lab accessories are located in the building offices.
7. Food and drink are not permitted in the lab.
8. When bringing a class to the lab, the classroom teacher is expected to circulate, monitor, interact, instruct, and supervise. Computer programs will be used more effectively and inappropriate use will be minimized if the teacher maintains awareness of student activities.
9. Students should never be left unattended in computer labs.
10. If a computer is not working, please send a technology support helpdesk ticket.
11. When leaving the computer lab, always turn off the projection system using the remote control, turn out the lights, and close the door.
12. When returning computer lab accessories, please give these items directly to the building secretary. Do not just let them lay on the counter or table in the office. And be sure to sign the form.

**Please make sure that you turn off the projection system upon leaving the computer lab. This will be monitored.**

**Students should never be left unattended in the computer lab or sent to the lab without teacher supervision.**

**Please be aware that there is a camera in the computer labs.
All activities are monitored.**