

**Lodging Management Program Computer Lab User Rules & Agreement**

**George Washington High School**

1. Students must obtain permission before using the computers.
2. No food or drinks is allowed while working on the computer.
3. Do not download files or programs onto the hard drive without permission, especially video and sound files: they take up a lot of space on the hard drive.
4. Computers are for educational use; do not go to unacceptable Internet sites that have sexual or undesirable contents. Do not go on social networking sites such as Facebook.

Avoid playing games online.

1. Always ask for permission before printing.
2. For your safety, do not visit public chat rooms and do not disclose your pertinent information such as date of birth and SSN due to the threat of identity theft.
3. Do not modify any settings on the computer (desktop, wallpaper, screensavers, printer or desktop icons).
4. Do keep your work neatly in a folder under “My Documents” and not on the desktop.
5. Do run “ccleaner” and scan for virus programs after doing your work. Remember to log off your accounts, shut down the computer and turn off the monitor.
6. If you are using a flash drive, always scan for virus before opening your files.

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| Consequences for not adhering to the above rules:  1st offense: counseling/warning (documented)  2nd offense: computer privileges revoked.  3rd offense: discipline referral and parents notified. |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the abovementioned rules for the use of the computers in LMP classroom. I know using the computer and the Internet in class is a privilege. I agree to abide by these rules.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_