



# Banning High School

## Computer Lab Protocols



### Computer Labs

The use of the computer labs is restricted to the current students, faculty, and staff of Banning High School. Guests and community members must be approved by site and/or district administration to participate in the use of any BHS computer lab.

### Purpose of a computer lab

- Academic research, study, and class assignments
- Project development
- Student training
- Enhance student keyboarding skills and general computer skills
- Staff professional development

### Entering

- Students must be assigned to a specific work station. This assignment must be properly documented and is subject to review by library staff and administrators.
- All backpacks and personal items must be left in a designated area.
- All food, gum, drinks, or candy must be disposed of prior to entering the room.
- The assigned student is in charge of the proper care of the computer for their assigned period. S/he must report anything wrong *immediately* to the teacher in charge.
- If a student's computer is not working properly, document it, send an e-ticket, and reassign that student to a working computer station. Submit an IT Work Order directly at <http://busdsrv01-wsvs/portal>
- Recommended: The same student should be assigned the same computer station every time.

### Student Use

- At the beginning of each session please have students check each computer station for functionality:
  - a. make sure the computer powers up and the monitor is functional
  - b. check the keyboard for missing or damaged keys
  - c. check mouse for parts, functionality, etc.
- If any issues occur students should notify the teacher immediately. If the teacher is unable to resolve the issue, the teacher will submit an IT Work Order directly at <http://busdsrv01-wsvs/portal>. Please provide the following information: computer work station number (station address), along with a description of the issue/damage, who was around, etc.
- All students accessing the internet must have permission to do so via a *Banning Unified School District* Acceptable Use Policy (AUP) form on file in the discipline office with Mrs. Renee Holmes. If students cannot log in, then they have not turned in their AUP form.
- Teachers **must** actively monitor student computer use at all times! Teachers may monitor using the AB Tutor software available in most labs. Students may not reset background images or use the internet or email inappropriately. Violation of the AUP form will result disciplinary action and may not be limited to a loss of all computer privileges for the remainder of the semester and/or year.
- Students must follow staff directions at all times.
- All computer components are to remain with their assigned station. All cords are to remain plugged in and secured.
- All buttons should be handled with care, delicately.
- Students should not touch or push on the screen.
- Passwords and login information must be kept SECRET and are never to be shared with anyone.
- If the students are to save and/retrieve their work, they must use *My Big Campus*.
- Recommended: Students are only allowed to touch the computer station that is assigned to them.
- Recommended: Students are only allowed to open files that belong to them.

If you notice students with different desktops, screen savers, etc. please report to the library staff immediately. Subsequently, the teacher will submit an IT Work Order directly at <http://busdsrv01-wsvs/portal>. Please provide the following information: computer work station number (station address) along with a description of the issue/damage, etc.

### **End of Class & Exiting**

- All work should be saved in an appropriate manner in a designated place (see above).
- Every student and staff member must LOG-OUT of and exit all programs. If applicable, AB Tutor can verify log out and the teacher can log out any student that forgot.
- All work stations should be neat, clean, organized, and tidy.
- The teacher must verify that the student work stations are in the same working condition as when students entered class.
- Students are to remain seated until dismissal.
- Chairs should all be pushed in while exiting the work station.
- At the end of Period 6, the teacher **shall not** instruct students' to power down all computer work stations. Computers auto power off after they receive their nightly updates.

### **Printing**

- ◆ **In lieu of printing, students should upload all completed work to the teacher's *My Big Campus* web page.**
- ◆ If necessary, please only print one copy of any document at the lab printer. If more copies are needed, there is a copy machine in the library or a printer in any teacher's classroom on campus. Ask for permission to print prior to doing so.
- ◆ Pick up your printed output promptly. Papers left around the printer are discarded within 24 hours.
- ◆ Teachers checking out the lab must bring their own printer paper for all output.
- ◆ If the toner needs replacement, please contact the lab manager (library staff) so they can contact *Image Source*.
- ◆ If a major paper jam or printer issue occurs, contact the lab manager immediately.

Failure to follow these rules will result in the student's removal from the computer work station, an alternate assignment, and/or a disciplinary referral, to include a visit to the discipline office and possible banishment from any or all school computer labs. \*

\* If a referral is written, the student may be banished from the computer lab and have his/her login disabled for the remainder of the semester and/or school year.

These protocols will help minimize vandalism to the computers. However, the biggest deterrent to computer misuse is **active** supervision. Teachers that check out a computer lab must agree with the high expectations set forth within this document and execute the procedures and protocols therein to the fullest extent while classes are present.

Each Banning High School staff member must carefully read, review, and completely understand the protocols for using a computer lab on the Banning High School campus. Each staff member that decides to use a computer lab facility on the Banning High School campus must agree to follow the proper protocols as well as review all expectations with students prior to use.

