**NHS Computer Lab Norms**

1. All teachers must submit the NHS Computer Lab Request Form, which is two pages and includes a seating chart, at least five school days before the computer lab is needed.
	* In order to submit the form, go to [www.ctrlalttech.weeby.com/computer-labs](http://www.ctrlalttech.weeby.com/computer-labs).
2. Teachers must also attach their completed NHS Computer Lab Request Form to their OnCourse lesson plans.
3. Mrs. Bouknight will add teachers to the schedule after the form has been submitted.
4. Teachers are responsible for looking up the student logins for anyone that has a temporary ID.
5. Each computer is numbered on the monitor. Students must sit where the teacher assigned them to sit on the seating chart submitted. Any changes in seating need to be reported to Mrs. Bouknight before the end of the class period the computer lab is used.
6. All computers must be shut down by going to the start button and selecting the shut down option. The teacher is responsible for ensuring that all computers are shut down before leaving the lab.
7. NO FOOD OR DRINK IS ALLOWED IN THE LABS.
8. Report any damaged equipment or problems to Mrs. Bouknight or Mrs. Ward.