

ST.ANSELM VOCATIONAL TRAINING CENTER-CHALA



COMPUTER LAB RULES AND REGULATIONS

- 1. EYES ON THE TRAINER DURING TRAINING**
- 2. TURN MONITORS OFF WHEN ASKED**
- 3. NO GOING ON WEBSITES THAT ARE NOT APPROVED**
- 4. NO FOOD OR DRINKS ALLOWED IN THE COMPUTER LAB**
- 5. WASH YOUR HANDS BEFORE USING THE COMPUTER**
- 6. ONLY USE YOUR ASSIGNED COMPUTER**
- 7. DON'T CHANGE THE SETTINGS OF YOUR COMPUTER**
- 8. ASK PERMISSION TO DOWNLOAD**
- 9. SAVE OFTEN YOUR DOCUMENT**
- 10.ASK PERMISSION TO PRINT YOR DOCUMENTS**
- 11.KEEP PASSWORDS SECRET**
- 12.REPORT BAD BEHAVIOR**
- 13.LOG OFF BEFORE LEAVING**
- 14.DO NOT REMOVE ANYTHING FROM THE COMPUTER LAB
WITHOUT PAMISSION**
- 15.WAIT FOR PERMISSION TO LOG ON DURING TRAINING**
- 16.TURN THE VOLUME TO MUTE**
- 17.DO NOT INSTALL NEW SOFTWARE WITHOUT PERMISSION**
- 18.NEVER SAVE TO THE DESKTOP**
- 19. RESPECT THE EQUIPMENT**
- 20.STAY SEATED UNLESS GIVEN PERMISSION.**

Prepared by ICT Department