Volume 6

Annex 6.70b: MUSOM Standard Operating Procedure (SOP) of Computer Lab.

Mid-Western University School of Management (MUSOM)
MUSOM Procedure & Rules for Using Computer Lab

Procedures & Rules for Using Computer Labs Preparation for Computer Instruction

- Teacher should review computer instructions prior to class for efficient use of the computers.
- Teachers must instruct students in Internet Safety.
- Teachers should review with their students the District's Acceptable Use Policy.
- Teachers should verify URL's are accessible and appropriate prior instructional activities.
- Teacher must remain in the lab at all times and is responsible for discipline.
- Teacher must submit an Online Trouble Tickets for any computer with missing or damaged.

General Procedures

- Teachers are expected to closely monitor student activity by frequent screen checks. If using the Internet–use URL's that you have visited and have found to be appropriate for the assignment and students age.
- Teachers should report any non-functioning technology equipment to ITD via the online Technology Support site or school's Computer Staff.
- Students should only send the print command to the printer once. If information is not printing, there is a reason.
- Students must close all open windows, applications, and log out before leaving the lab.
- Teachers, should when using computer labs clean the whiteboard, turn off the digital projector if available, and return the room key after doors have been locked. Doors to computer labs must be locked when not in use.
- Everyone will adhere to federal copyright laws.
- Computer users should not unplug and switch mouse for left handed students. Simply have student move the mouse to the left side of the keyboard and replace on right side when done.

Computer Rules

Log-on with your username and password for your use only. Never share your username and password.

- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Respect the equipment. Do not remove or disconnect parts, cables, or labels.
- Internet use is limited to teacher assigned activities or class work.
- Personal Internet use for chat rooms, instant messaging (IM), or email is strictly prohibited. (This is against our Acceptable Use Policy.)
- Do not download or install any programs, games, or music. (This is against out Acceptable Use Policy.) • No Internet/Intranet gaming activities allowed.
- Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
- Ask permission to print.
- If by mistake you get to an inappropriate Internet site, turn off your monitor immediately and raise your hand.
- CD-ROMs or other multimedia equipment are for school work only. Do not use them for playing music or other recreational activities. Do not run programs that continue to execute after you log off.
- Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.