

Hospitality and Tourism Management Program

Computer Lab User Rules & Agreement

Simon Sanchez High School

1. Students must obtain permission before using the laptops from the cart.
2. No food or drinks is allowed while working near the laptops.
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. Laptop computers are for educational use; Do not play games online.
5. For your safety, do not disclose your pertinent information such as date of birth and SSN due to the threat of identity theft.
6. Do not modify any settings on the computer (desktop, wallpaper, screensavers, or desktop icons).
7. Do keep your work neatly in a folder under “My Documents” and not on the desktop.
8. Remember to log off your account before shutting down the laptop.

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 HTMP classroom. I know using the computer and the Internet in class is a privilege. I agree to abide by these rules.

Signature: _____ Date: _____