

Computer Lab Use Guidelines 2002-2003

_____ Elementary School

Below you will find a list of guidelines as they apply to the use of the Computer Lab at _____ Elementary this year. Teachers are advised that their students adhere to these guidelines throughout the year.

At least one grade level standard will be addressed by students when using the Computer Lab.

Examples of Appropriate Activities for Students:

- create a new word processing document, independently type their text and save to a designated folder or disk.
- open their saved autobiography and edit/format the text prior to printing
- obtain a graphic relevant to the text being written and paste it into their page
- use the Math software to practice activities currently being studied in Harcourt Math Series

Examples of Standards Students might practice:

- 1.3 Order and compare whole numbers to 1,000 by using the symbols $<$, $=$, $>$.

(can be practiced in Carnival Countdown-"Giggle Factory")

- 3.1 Use repeated addition, arrays, and counting by multiples to do multiplication.

(can be practiced in Math Arena-"Array Reversal")

1.2 construct cube and rectangular boxes from two-dimensional patterns and use this to compute the surface area for these objects

(can be practiced in Calculating Crew- "Dr. Gee's 3D Lab")

(The following standards can be met with the use of Word Processing software like MicroSoft Word™)

2.1 Write brief narratives (e.g., fictional, autobiographical) describing an experience.

2.2 Write brief expository descriptions of a real object, person, place, or event, using sensory details.

1.2 Create multiple-paragraph compositions:

- a. Provide an introductory paragraph.
- b. Establish and support a central idea with a topic sentence at or near the beginning of the first

paragraph.

- c. Include supporting paragraphs with simple facts, details, and explanations.
- d. Conclude with a paragraph that summarizes points.
- e. Use correct indentation.

Teachers / Students:

- Arrive on time, enter/work/exit quietly, on time, with chairs pushed in.
- Teacher is actively supervising, assisting students at all times.
- The classroom teacher is present at all times.
- Non-_____ Elementary School substitutes are not to bring classes to Lab.
- Students and teachers must use the mouse & keyboard in a gentle manner.

The consequence for a student banging on the keyboard or mouse should be immediate separation from a computer.

Make sure students quit one program before opening another.

Notify a member of Technology Committee of any technical

problems so they can be repaired in a timely way.

*Note: Allowing students to freely choose their activity is not teaching, and thus is not considered an acceptable use of the Computer Lab for instructional purposes.

Thank you for your assistance in improving the use of our Computer Lab!

_____ *Elementary School Technology Committee*

Members: _____
