Lab Rules and Procedures

1. NO FOOD! Any food the teacher sees will be promptly confiscated and unceremoniously dispatched to the nearest trash can. Water is allowed.

2. NO VIDEO GAMES! Any gaming the teacher sees will result in your losing Internet access for the rest of the class.

3. If you use headphones, cameras, or microphones, RETURN THEM!

4. Computer keyboards are dirtier than toilet seats. It's true. Google it. Help keep our lab clean by using sanitizing hand lotion when entering the lab.

5. Restart your computer before use. This will keep your computer running smoothly and interrupt any problematic processes the previous user may have left you with.

6. **Backup your work on Google Drive at least weekly**. If you have to change seats or your computer crashes and you have not backed up your work, you will lose everything.

7. ALWAYS LOG OUT OF YOUR COMPUTER AT THE END OF CLASS! If you don't, you could lose data and find bugs in your oatmeal.