



## COMPUTER LAB POLICY

### 1. Policy Statement:

The Computer Laboratory Policy of Harvard American School outlines the rules and guidelines governing the use of computer laboratories within the school premises. The primary objective is to ensure the efficient and responsible utilization of computer resources while maintaining a safe, respectful, and productive environment for all users.

### 2. Scope:

This policy applies to all students, staff, and visitors who access the computer laboratories at school.

### 3. General Guidelines:

- 3.1 **Access Control:** Access to the computer laboratories is limited to authorized personnel only. Unauthorized access is strictly prohibited.
- 3.2 **Supervision:** Computer laboratories should be supervised by school staff, and a responsible adult must be present when students are using the facilities.
- 3.3 **Use of Personal Devices:** The use of personal laptops, mobile devices, or other electronic gadgets is not allowed unless expressly permitted by the school for specific educational purposes.
- 3.4 **Proper Conduct:** All users are expected to conduct themselves with respect and courtesy towards others. Disruptive or disrespectful behavior will not be tolerated.
  - 3.4.1 Maintaining calm while entering the lab.
  - 3.4.2 Sitting in the designated place.
  - 3.4.3 Not to operate the device unless the teacher requests it.
  - 3.4.4 Not to enter any program outside the subject of the lesson.
  - 3.4.5 Preserving the laboratory components, including equipment and furniture.
  - 3.4.6 Do not write on the device or table accessories.
  - 3.4.7 Preserving the computers inside the laboratory and not tampering with them.

### 4. Computer Usage:

- 4.1 **Educational Purposes:** Computer laboratories are primarily for educational use, including research, assignments, and projects. Non-educational activities (e.g., gaming, social media, streaming) are discouraged during school hours.
- 4.2 **Software:** Users must only install, modify, or delete software with the explicit permission of the IT department or the designated personnel.
- 4.3 **Data Security:** Users should not tamper with or attempt to access other users' data or school systems without proper authorization.
- 4.4 **Printing:** Printing should be kept to a minimum, and users are responsible for collecting their printouts promptly.
- 4.5 **File Storage:** Students should save their work to their personal network storage or removable media. The school is not responsible for lost data.



## 5. Hardware and Equipment:

5.1 **Care of Equipment:** Users are responsible for the proper care and maintenance of computer equipment. Report any malfunction or damage to the IT department immediately.

5.2 **Food and Beverages:** Eating and drinking are not allowed in computer laboratories to prevent damage to equipment.

## 6. Internet and Network Usage:

6.1 **Internet Access:** Internet access is provided for educational purposes. Users must not access, download, or distribute inappropriate or illegal content.

6.2 **Network Security:** Users are prohibited from attempting to breach network security, hack into accounts, or engage in any other malicious activity on the network.

## 7. Data Privacy:

7.1 **Confidentiality:** Users should respect the privacy of others and not access, share, or disclose personal or confidential information without permission.

7.2 **Logout:** Users must log out of their accounts when finished, and the last user should shut down the computer properly.

## 8. Enforcement:

Failure to adhere to this policy may result in disciplinary actions, including temporary or permanent loss of computer laboratory access.

## Review:

This policy will be reviewed annually and updated as necessary to reflect changes in technology, security, and educational needs. Any revisions will be communicated to all computer laboratory users.