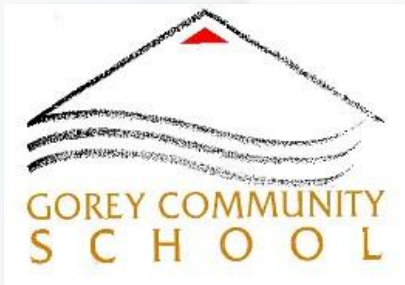


Teachers

PLEASE ENSURE THE FOLLOWING

- Students must be supervised at all times.
- Please check each student's workspace at the beginning and end of every class.
- Report any vandalism to the Year head.
- Please have a seating plan for your class (this is necessary due to health and safety also to enable us to trace any vandalism which may occur)
- Teachers please email your seating plan to Paul McCloskey paulmccloskey@goreycs.ie and CC to Wayne Dunne wdunne@goreycs.ie.
- Please ensure all computers are shutdown at the end of class.
- Please ensure the computer room is properly locked when you leave.
- If you have a non-computer class in a computer room, do not allow students to switch on any computers.
- Computers should be used for schoolwork/research only and not as entertainment for a free class.



Students

COMPUTER ROOM RULES MUST BE ADHERED TO

- Eating and drinking in computer room is prohibited.
- Never share your network or office 365 password with anyone.
- Only access programmes and sites approved by your teacher.
- Do not change computer settings or backgrounds.
- Ask permission from your teacher before you print.
- Do not plugin USB pen drives into any computer (except with express permission from your teacher) as all your work should be now be saved onto your OneDrive account in Office 365.
- Save all your unfinished work/assignments at the end of class to your OneDrive account/folder.
- Do not unplug any device from your computer (Mouse, keyboard etc)
- You must inform your teacher of any problems that arise whilst using computer equipment. If you have a software/hardware problem, report it to your teacher.
- Shutdown your computer properly at the end of class and leave your workstation tidy, sanitised and your chair placed under your desk.
- Place the keyboard and mouse on top of your computer.
- Your teacher will now inspect your workstation.