Empowering students to learn for life and strive for excellence so that they can contribute positively to the global society

تمكين الطلاب من التعلم مدى الحياة والسعي لتحقيق التميز حتى يتمكنوا من المساهمة بشكل إيجابي في المجتمع العالمي

Computer Laboratory Policy

Preamble

The **Computer Laboratory** keeps very expensive equipment. It is therefore imperative to note that the Computer Laboratory needs extra-care as compared to all other centers.

The following precautionary measures will always be followed in the Computer Laboratory:

- The Computer Laboratory is under the supervision of the computer teacher.
- The Laboratory shall always be locked when not in use
- Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Clutter shall be cleaned immediately after usage of the Laboratory
- An Educators shall always accompany learners visiting the Laboratory. Under no circumstance shall learners be allowed to be in the Laboratory without the educator.
- The Computer Teacher is to order materials as needed either at the beginning of the school yearly or by the beginning of each term via the DP.
- The procurement department is responsible of obtaining needed material per the school budget
- Learners shall perform tasks under strict supervision of the educator
- Any form of injury should be reported immediately to the office of the Nurse /Principal via an incident form.
- A Computer Laboratory Time table shall be developed to ensure one lesson in the lab a week
- The Computer Laboratory Time table shall be observed by all educators.
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Usage:

- Computers are provided for use by current students and staff of EIA-DH only
- They are not to be used for recreational purposes.

In the computer labs each of the following are not permitted:

- Eating, or drinking
- Unsupervised children

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من المساهمة بشكل إيجابي في المجتمع العالمي

- o Tampering with hardware and/or software configurations
- o Downloading, copying or communication of copyright protected material (such as music, videos and software)
- o Any use of games
- o There should be no access/sharing of prohibited sites that are detrimental to the culture, norms and values of the State of Qatar. No access to offensive, obscene or pornographic material
- o File transfer (FTP) of files not related to study.
- o Making anonymous or fake postings to email or newsgroups
- o Harassment of other network users
- o Disruptive behaviour
- o Attaching other equipment in the laboratory i.e. laptop computers etc without permission
- o Any violation will incur penalties ranging from suspension and/or disciplinary review. In the event of such a review, the full range of disciplinary sanctions may be brought. These include loss of all computer access privileges, charging for any damages, dismissal from School.

Additional Notes:

- o Waiting users have the right to use computers left unattended for more than 15 minutes.
- o Keep the noise level to a minimum. This is a computer lab, not a group discussion area.
- o Report any misuse of these facilities immediately to the Supervisor (Computer Teacher) or the ICT Technician
- o Your use of these computing facilities may be monitored to ensure compliance with the above rules.
- o The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory. Incidents must be report via the school's incident report.
- o Please see Computer Lab rules to be reviewed with class periodically throughout the year.
   Please see the additional Computer lab rules.