



## **Hillcrest High School**

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*Stephen M. Duch, Principal*

A Designated New York State Blue Ribbon School of Excellence  
A Bill and Melinda Gates Small Learning Community Demonstration Site  
A recognized New York State Blue Ribbon School of Excellence

### **Computer Lab Rules**

- 1) There is no eating, drinking or gum chewing in the computer lab.
- 2) Students have to check their own work station for missing hardware, writing in equipment, damage, or garbage and report it to the teacher before logging to PC.
- 3) Each student has his/her own login and they are not allowed to share. If they cannot log in, fill out the "Password Reset Request Form" located in the binder. The password will be reset to the initial password "hillcrest" within 24hours.
- 4) Students are NOT allowed to use Flash Drives.
- 5) Teachers have to record the date, period, subject, and the software used during the class. This will help the department to provide better services.
- 6) Teachers must also record every incident and repair request.
- 7) The binder will be checked every day for efficiency keeping the lab working.

**Failure to follow this procedure will result in losing the privilege to use the computer lab.**

Thank you for your cooperation,

**Ms. Sehnalkova**  
**Computer Coordinator**

**Mr. Tarek Ali**  
**AP of Technology Dept.**



*The Community of Educational Excellence*