



K206

LAB GUIDELINES

1. Show respect to others
2. Use your time wisely. Stay focused
3. Conversations are great but only when appropriate.
4. Respect equipment and materials.
5. DO NOT change any desktop settings.
6. Listen to Instruction. Take notes in your Journals.
7. Complete makeup work in a timely manner.
8. Don't touch your neighbor's computer or mouse.
9. Respect Computer, School, Internet & Fair Use Laws.
10. Be creative & original in all aspects of your work.
11. Remember to 'autograph your work with excellence'.
12. Save often!
13. Command S