

House Rules for the CDC Room

This policy is aimed at staff, children and visitors to the computer suite at Cambridge Junior School.

Aims:

- To promote a clean friendly working environment.
- To keep machines and other pieces of equipment in good working order

In order to achieve our aims the following rules have been devised.

Rules:

- Food and drink should be consumed within the recreational area of the CDC Room.
- Computers must be shut down following the correct procedure.
- Computer settings must remain as they are found on the machine upon opening.
- Memory Sticks and CD Roms should be removed before shutting down the computer.
- Do not misuse any equipment including chairs, mouse mats and the printer.
- Do not sit on the worktops.
- When attending taught sessions try and arrive punctually.
- All belongings should be suitably stored.
- Any faults with machinery should be reported immediately in the logbook or to an appropriate member of staff.
- Smoking anywhere on the premises is forbidden.
- Respect the property of others.
- Files and disks supplied remain the property of the CDC Room, until course completion.

- It is through following these rules that the room will remain a pleasant working environment for all concerned.