

## PHS Library Policies of Computer Use

*Students using the PHS Library computers must have signed the Philomath School District (PSD) Acceptable Use Policy and act according to all guidelines specified within the document. Additionally...*

- **Classes who have reserved the library take priority** over drop-in users (including those sent by teachers to use the library computers). You may be asked to vacate a computer when reserved classes need workstations.
- **The primary use of the computers** during the school day is for **research** and **schoolwork**. If you are not engaged in such activities you may be asked to vacate computers so that others might use them.
- **Please save work** either to your **network account** or to a **disk**, or **flash drive**, not to the hard drive.
- **Be careful when printing** - try not to print unnecessary items or extra pages.
- **Please feel free to ask for help** when doing research or working with computer programs. The PHS Librarian and staff are here to help save you time and effort!