Computer Workspace Etiquette

Classroom Policy for Maintaining a Clean, Respectful Workspace

Your workspace is where you'll be working on class projects and assignments, and keeping it clean and organized shows respect for the equipment, your classmates, and yourself. Following these guidelines will help create a productive learning environment and protect our equipment for everyone's use.

Daily Workspace Expectations

At the end of each class period, and any time you leave your seat, please follow these guidelines to tidy up your workspace:

1. **Organize Computer Equipment**
   - **Straighten and Arrange**: Place the computer, monitor, keyboard, and mouse neatly on your desk.
   - **Respect the Equipment**: Avoid handling equipment inappropriately, such as:
     - **Flipping the mouse** upside down or spinning it.
     - Tapping or pressing the keys or mouse too forcefully.
     - Moving the monitor or computer unnecessarily.
   - **Keep It Secure**: Place the keyboard and mouse in a straightforward position for the next user, and return the monitor to the **back of the desk** if you moved it forward to see better.
2. **Check the Workspace and Desk Area**
   - **Pick Up Trash**: Discard any trash, such as wrappers, paper shreds, or eraser shavings.
   - **Wipe Away Crumbs and Spills**: Ensure there are no crumbs, water drops, or other debris left on your desk.
   - **Remove Stray Markings**: If there are any marks or ink on the desk or equipment, gently erase or wipe them off.
   - **Straighten the Desk**: If your desk has been moved, return it to its original position.
3. **Keep Cables and Chairs in Order**
   - **Push In Your Chair**: Anytime you get up from your seat, push in your chair.
   - **Manage Power Cables**: Keep power cables neatly tucked into desk organizer holes to prevent tangles and keep the workspace clear.

Why Workspace Etiquette Matters

Following these expectations supports a clean, organized, and respectful classroom environment by:

- **Protecting Equipment**: Proper handling helps keep everything in working condition.
- **Maintaining Classroom Organization**: A clean workspace helps everyone stay focused and productive.
- **Preparing the Space for the Next Student**: Leaving your workspace ready is a respectful way to support your classmates.

By following these guidelines, you're contributing to a positive learning environment, protecting valuable equipment, and setting a great example for your peers. Thank you for taking pride in your workspace!