SCHOLARS
INDIAN SCHOOL

LAB POLICY

COMPUTER LAB POLICY

Students may only use the computer lab during designated times.

- Students may use the lab during their scheduled class time
- Students may only use the lab for school related activities
- Students may not use the computers for games email, chat rooms or shopping
- Students may not access inappropriate material from the internet
- Students may not send, receive or display offensive messages, images or materials
- Students may not access any computer or data without permission
- Students are responsible for all actions done on their computer
- Students may only log on to their own user account
- Students must maintain protect and remember their passwords
- Students must safe guard their computer and save all their work.
- Students must log off their computer accounts when they are finished
- Students should inform the teacher of any observed hardware or software failures.

Students must respect all other students who are using the computer lab

- Students must keep their work area clean and orderly
- Students must not interfere or tamper with anyone else's work or computer.
- Students must not disrupt or harass other students in the lab.
- Students should inform the teacher of any observed misbehavior or vandalism

Students must not plagiarize materials from the internet or other sources.

- Students must properly refer all materials found on the internet
- Students must not submit another student's academic work as their own
- Students must not use or copy any unauthorized software or data
- Students must not misuse the computers or abuse other users
- Students must not bring food or other banned items into the computer lab
- Students must not remove hardware devices or other items from the computer lab.
- Students must not disrupt the school's computer network settings

"using computer lab is a privilege"

Science Lab Policy

Note to scienceclassroom teachers and supervisors/administrators.

The following is for your usein the classroom and maybe given to students at thebeginning of the schoolyear to help them understandtheir role in ensuring asafe and productivescience experience.

Science is a process of discovering and exploring thenatural world. Exploration occurs in the classroom/laboratory or in the field. As part of your science class,you will be doing many activities and investigationsthat will involve the use of various materials, equipment,and chemicals. Safety in the science classroom/laboratory isthe FIRST PRIORITY for students, instructors, and parents.

To ensure safer classroom/laboratory/field experiences, thefollowing **Science Laboratory Rules and Regulations** havebeen developed for the protection and safety of all. Yourinstructor will

provide additional rules for specific situationsor settings. The rules and regulations must be followedat all times. After you have reviewed them with yourinstructor, read and review the rules and regulations withyour parent/guardian. Their signature and your signatureare required before you will be permitted to participatein any activities or investigations. Your signature indicatesthat you have read these rules and regulations, understandthem, and agree to follow them at all times while working in the classroom/laboratory or in the field.

Standards of Student Conduct in the Laboratory and in the Field

- ✓ Conduct yourself in a responsible manner at all times in the laboratory. Frivolous activities,mischievous behaviour, throwing items, and conducting pranks are prohibited.
- ✓ Lab and safety information and procedures must be read ahead of time. All verbal andwritten instructions shall be followed in carrying out the activity or investigation.
- ✓ Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, andother unsafe activities are not permitted in the laboratory.
- ✓ Working in the laboratory without the instructor present is prohibited.
- ✓ Unauthorized activities or investigations are prohibited. Unsupervised work is notpermitted.
- ✓ Entering preparation or chemical storage areas is prohibited at all times.
- ✓ Removing chemicals or equipment from the laboratory is prohibited unless authorizedby the instructor.

Personal Safety

- ✓ When an activity requires the use of laboratory aprons, the apron shall be appropriateto the size of the student and the hazard associated with the activity or investigation.
- ✓ The apron shall remain tied throughout the activity or investigation.
- ✓ All accidents, chemical spills, and injuries must be reported immediately to theinstructor, no matter how trivial they may seem at the time. Follow your instructor'sdirections for immediate treatment.
- ✓ Dress appropriately for laboratory work by protecting your body with clothing andshoes. This means that you should use hair ties to tie back long hair and tuck intothe collar. Do not wear loose or baggy clothing or dangling jewellery on laboratorydays. Acrylic nails are also a safety hazard near heat sources and should not be used.
- ✓ Sandals or open-toed shoes are not to be worn during any lab activities. Refer to prelabinstructions. If in doubt, ask!
- ✓ Know the location of all safety equipment in the room. This includes fire extinguishers and the safety blanket.
- ✓ Know the location of emergency master electric and gas shut offs and exits.
- ✓ When an activity or investigation requires the use of laboratory gloves for hand protection,the gloves shall be appropriate for the hazard and worn throughout the activity.

Specific Safety Precautions Involving Chemicals and Lab Equipment

- ✓ Avoid inhaling in fumes that may be generated during an activity or investigation.

- ✓ Do not force glass tubing into rubber stoppers. Use glycerin as a lubricant and holdthe tubing with a towel as you ease the glass into the stopper.

- ✓ Proper procedures shall be followed when using any heating or flame producingdevice especially gas burners. Never leave a flame unattended.

- ✓ Remember that hot glass looks the same as cold glass. After heating, glass remainshot for a very long time. Determine if an object is hot by placing your hand close tothe object but do not touch it.

- ✓ Should a fire drill or other evacuation emergency occur during an investigation oractivity, make sure you turn off all gas burners and electrical equipment and exitthe room as directed.

- ✓ Always read the reagent bottle labels twice before you use the reagent. Be certainthe chemical you use is the correct one.

- ✓ Replace the top on any reagent bottle as soon as you have finished using it andreturn the reagent to the designated location.

- ✓ Do not return unused chemicals to the reagent container. Follow the instructor'sdirections for the storage or disposal of these materials.

Standards For Maintaining a Safer Laboratory Environment

- ✓ Backpacks and books are to remain in an area designated by the instructor andshall not be brought into the laboratory area.

- ✓ Never sit on laboratory tables.

- ✓ Work areas should be kept clean and neat at all times. Work surfaces are to becleaned at the end of each laboratory or activity.

- ✓ Solid chemicals, metals, matches, filter papers, broken glass, and other materialsdesignated by the instructor are to be deposited in the proper waste containers,not in the sink. Follow your instructor's directions for disposal of waste.

- ✓ Sinks are to be used for the disposal of water and those solutions designated bythe instructor. Other solutions must be placed in the designated waste disposalcontainers.

- ✓ Glassware is to be washed with hot, soapy water and scrubbed with the appropriatetype and sized brush, rinsed, dried, and returned to its original location.

Covidprotocoals and procedures in Laboratories :

- All instruments used in laboratory shall be sanitized at the end of the laboratory work.
- All employees and students shall wear face masks at all times in the laboratories .

I have read the above science laboratory rules and regulations, and I agree to followthem during any science course, investigation, or activity. I acknowledge that theserules are necessary to prevent accidents and to ensure my own safety and the safetyof others around me. I will follow any additional instructions given by my instructor.I understand that I may ask my instructor at any time about the rules and regulationsif they are not clear to me. My failure to follow these science laboratory rules andregulations may result in discipline.

Student Signature Date

Parent/Guardian Signature Date

Please keep these pages in the front of the laboratory section of your notebook.

Reviewed and updated: April, 2025

Hameed Ali Yahya K M
Principal