**COMPUTER LAB RULES**

1. You are responsible for the computer assigned to you.  If you tamper with, destruct, steal

parts, or damage the computer in any way, you will be referred to the administration for disciplinary action, will be dropped from class, and/or will be responsible for paying for the replacement.

2. You are expected to come to class on time. A tardy card will be assigned if you come to class late without a pass. Get your supplies and set up your workstation to begin work. (It is preferred that you are in your seat by the late bell.) You are expected to be attentive during class and actively participate in the day’s lesson. Parents will be notified if behavior is inappropriate.

3. You are expected to turn in ALL of your class assignments as you complete them. If you turn in an assignment that you did not create or if you share an assignment with a classmate, double the assigned points will be subtracted from your total points.

4. Failure to complete all class work in the computer lab will result in a “0” for those assignments.

5. No outside or “borrowed” diskettes may be brought into the computer lab without teacher approval.

6. Keep your hands to yourself and your keyboard. Do not bother anyone else’s computer or destroy, deface, or move someone else’s folder.

7. There is no eating, drinking, or chewing gum around the equipment.

8. No changes are to be made to the machines. Use only the programs assigned in class.

9. No games are to be played on the machines at any time.

10. If you have a question, please raise your hand. If you are called upon to answer a question, you are expected to be actively listening and participating in the lesson.

11. You will NOT be allowed to disrupt the learning process. (This includes lav pass privileges.) If disruption occurs; your parents will be called.

12. You must remain in your assigned seat. You will be given permission a few minutes before the end of the period to put your supplies away. You must return to your “original” seat until the bell rings.

13. OFFENSIVE LANGUAGE WILL NOT BE tolerated in this classroom at any time. Parents and administrators will be called immediately.

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I understand and will abide by the rules listed above. If not, a misconduct card will be issued and/or I can be dismissed from this computer class.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_