



Rules and Policies Mrs. Johnson Class



LAB RULES

1. No gum, sunflower seed, eating or drinking in the classroom
2. No **bathroom** breaks
3. No chat rooms (English or Spanish)
4. No one on the computer unless assignment requires its use
5. **No manipulation or changes on the computer (e.g. desktop, screensaver, etc.)**
6. No surfing the net during class time (Except with approval from instructor)
7. No outside CD's (music, games, etc.) are to be played on the computers
8. No outside diskettes/CD/Memory Sticks are to be used on the computers

FAILURE TO COMPLY RESULTS IN LOSS OF COMPUTER PRIVILEGES!

LAPTOP POLICIES (Students Responsibility)

1. Each student will be responsible for the safety of assigned Laptop
2. It is the student's responsibility to notify the teacher **immediately** if the computer is damaged or unauthorized use was noticed. (Desktop was changed, screensaver, etc...)
3. If the Laptop is damaged in anyway the student/family will be liable to replace or repair broken Laptop
4. Failure to comply will result in seizing of student's graduation diploma and transcripts

FAILURE TO COMPLY RESULTS IN LOSS OF COMPUTER PRIVILEGES!

ASSIGNMENT POLICIES

1. All assignments must be completed and turned in on time.
2. All assignments will be completed using Microsoft Programs
3. All assignments will be saved on computer. **However, there are no guaranties if saved on computer. If a student would like to provide a CD/Diskette/Memory Stick to save their work, if must be given to the instructor before each use.**
4. Only excused absents are acceptable for late work
5. If you are late to your after school presentation, you will not be allow to participate

THE INSTRUCTOR IS NOT RESPONSIBLE FOR LOSS, STOLEN, MISPLACED, AND/OR WORK LEFT IN CLASS.

CLASS POLICIES

1. You must be in the classroom and ready to work **when the bell rings**
2. You must have a **pass** from the office when late to class
3. You must show **respect** to classmates, instructor and substitutes
4. You must **respect** the computers, furniture, and room in general
5. Excessive **tardy** could result in after school detention w/teacher
6. Excessive **absences** could result in loss of credit and repeating this class
7. Students are not to **leave** the class at anytime without permission
8. Students are not **dismissed** until the Laptops are placed back in locking cabinet and the instructor releases you
9. Chairs and tables are to be **returned** the way you found them

FAILURE TO COMPLY RESULTS IN DETENTION!

I have read, completely understand and agree to abide by the rules, procedures and policies as noted above. If you do not follow all rules, policies, procedures and code of ethics required in the classroom, it could result in you being dropped from class.

Students Signature: _____

Date: _____

I understand that my child will adhere to the rules as set forth.

Parents Signature: _____

Date: _____

Return, signed agreement to instructor as soon as possible.