1. **No food or drinks** are permitted! Food particles and liquids are the death of a computer's keyboard. Additionally, it is a school policy that students are not allowed to have food or drink outside of the cafeteria.
2. <u>**Cell phones, iPods or any other electronic devices**</u> that may cause a distraction to you or any other student around you will be collected at the beginning of the class. If you are caught with an electronic device that you do not have permission to use it will be confiscated and kept until your parent or legal guardian comes into school to pick it up from me.
3. **Do not change any of the software settings** used on the computers. This includes such things as colors, patterns, backgrounds, and options. Changing these settings can interfere with the normal operation of the computer and is considered vandalism.
   Do not load any programs on the computers unless specifically authorized to do so.
4. **No game playing, chat rooms, emails, or instant messaging!** Computer games are a distraction and disrupt the educational process, unless authorized. To ensure the safety of our students chat rooms, emails, and instant messaging are prohibited. This policy also helps to protect the school from viruses. Occasionally, permission will be given on a case-by-case basis for emailing for informational requests. Do not leave important data files on the hard drives of the computers in the lab, use your class folder/student commons folder or copy your data files to an external storage devices and take them with you.
5. **Keep work areas clean.** The floors, desktops, and the computer screen should be kept clean. Trash containers are provided in the room, USE THEM. Do not leave notebook paper edges, graded papers, or other refuse at your work area for the next person. Computer screens need to be cleaned often, please ask for a screen cleaner when needed.
6. **Do not** download software from the Internet onto the computers, unless authorized to do so.
7. Only print work that is related to your assignments.
   If you need to print work for other courses please ask your instructor for permission.
8. **No chair skating.** The chairs in the room are provided for sitting on. They are not intended for transportation. If that had been the goal, we would have provided bikes, skateboards, or roller blades. Do not roll around the room, get up and walk.
9. **No loitering!** Students who come to the computer lab should have work to do. The lab is not a social lounge. Students whose presence is distracting will be told to leave and continued loitering will result in the loss of computer privileges for up to two weeks.
10. **No one is allowed to use the "teacher's station**" in back of the room.
    Music is not allowed with out the teacher's approval.
11. You must abide by all SHS (student handbook) policies as well as the computer lab rules.

Consequences

1. One warning will be said, second warning: detention.
2. If you are kicked out, you will go to ISS and Mr. Czarnecki (or any teacher in charge) will have a writing assignment for you, plus a phone call to your parents or legal guardian plus you will be given a detention
3. If 50% of the class is off task, the class will work from a textbook for two weeks.
4. If a student is bothersome to the entire class for a multitude of reasons then I will construct a meeting with your parents to help solve this problem and help resolve the issue.

I have read and understand the rules and consequences of the computer lab.

Name: _____ **Sign:** _____ **Date:** _____