

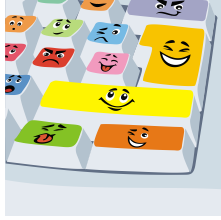
Rules for Using Our Technology Tools

Computer Lab Use Policy

Technology is a vital tool in our lab. We must take care of our tools and use them properly. The following guidelines detail our classroom computer use policy. Please read them carefully and sign to indicate your acceptance of these terms.

1. **No food or drink.** Please limit food or drink to designated classroom areas only. Computers don't like to eat or drink!
2. **Never stray from the right site.** Be sure to stay in designated site areas. No typing of URLs is allowed under any circumstances. Never click away from an assigned area. If you get to an inappropriate site, tell the teacher immediately.
3. **A clean computer is a happy computer.** Always wash hands after eating and keep dust and dirt away from your workstation. A screen with fingerprints all over it may be hard to see. Keep our computers clean!
4. **Use time wisely.** Follow directions and use your time to learn. Computers are a tool to be respected for learning and research and time spent on them must be used wisely.
5. **Teamwork etiquette.** If working with a partner or team, do your fair share and treat others with respect. Be a good team member.
6. **First Things First.** Get all the essential work done before adding the final details. Fonts and clipart are meant for after the meat of your work is finished.
7. **Think before you print.** Always get permission before printing. Be careful to print only as many copies as required. Printing extra pages wastes valuable trees and ink.
8. **Need some help, put up a cup!** The cups on top of your computer will alert the class that you are in need of help. Remember to use the pink cup for emergencies and the yellow cup for a small problem. No cup means smooth sailing!

Please make sure you've read the above rules carefully. They will help to keep our class running smoothly. Violations of the above rules will result in serious consequences.



Consequences for Violation of Rules

First Violation: Warning from Teacher

Second Violation: Time Out - This means that you will have to move to the reflection desk and complete a *Choices Reflection Form*. You must take it home and have it signed by your parent or guardian then return it to me. Your conduct grade will be lowered.

Third Violation: Depending on the severity of the inappropriate behavior, one of the following consequences will be given:

- You may be allowed to use the computer only with an assigned partner who will control the mouse and keyboard.
- You will not be allowed to use the computer for an appropriate period of time (the remainder of the class period, a day, a week, or a month). You will have to complete assignments using a paper and pencil.
- You will be sent to the principal's office for disciplinary action.

Please read, review, and sign below.

I understand and accept these rules and consequences.

Parent Signature

Date

Student Signature

Date