

## D. Gerken's Computer Lab Rules and Expectations



- **Students will be in the classroom by the second bell.** Tardiness will be noted and repeat offenders will be subject to detention and or extra work.
- **Students must obtain a course specific folder and bring this to every class meeting. All work and assignment sheets will be retained in this folder.**
- Students may sit where they choose as long as placement does not become a problem. Only exception is that **all monitors facing the front will be used first.**
- There will be no food or drink near workstations.
- Students will dispose of any garbage in their work areas before and after each class session and will push their chairs in after each class meeting.
- **Students will not reconfigure or change any of the hardware or software settings without teacher permission.** Failure to abide by this rule will result in a zero for that marking period and possible failure for the course.
- **Students are responsible for picking up work missed by their absence. Failure to obtain work within three day of their return will result in a zero for any assignment missed.**
- Each student is responsible for their own work. **Copying or file sharing will result in zero for that marking period and possible failure for the course.**
- Any student wishing to travel to another location within the school building must have their agenda with them.
- **The will be no texting or cell phone use during class! Failure to adhere will result in dismissal from class and the phone will be confiscated.**
- **During project work sessions, students will be allowed to listen the mp3 players and Ipods. Students must bring their own head-phones. This is a privilege and may be taken away at any time.**
- **NO GAMES- NO GAMES- NO GAMES- NO GAMES- NO GAMES**