



Computer Lab Rules

- ☒ No food, drink, or gum is permitted.
- ☒ Do not use any ones computer except your own
- ☒ Work areas are to be left in a neat and orderly fashion.
- ☒ Every site you visit during the school day is recorded, so make sure you only go to sites you are supposed to be going to
- ☒ Do not touch or play with anyone else's computer
- ☒ Never check e-mail or sites like Facebook or Twitter while at school.
- ☒ Do not print anything unless you have permission to do so.
- ☒ Students should work on their assignment for the whole period. If you think you are done, please try to make it better.

Classroom Rules

- Use appropriate language
- Arrive on time.
- Stay in your assigned seat unless you have permission to move.
- Use the lavatory before coming to class.
- **Students have the right to learn in a safe environment. Therefore, students must be courteous and respectful to other students and staff.**
- Be prepared for class. Notebooks and pens/pencils are required.
- No hats, headphones or cell phones visible in class. If you have them put them out of site.
- It is your responsibility to find out what work you missed during an absence AND make up that work!
- If you are absent the day before a test, you are still responsible to take that test when you return.
- Assignments must be submitted on time. Assignments submitted late will be penalized 10 points per day.