

# Computer Applications I

## CLASS RULES AND PROCEDURES

1. All Interim Reports must be signed by your parent/guardian. Interim Reports will be sent out during the 3<sup>rd</sup>, 9<sup>th</sup>, and 15<sup>th</sup> week.
2. Students are expected to be on time for class and attend class in its entirety each day.
3. You must be in your seat ready to start class when the tardy bell rings. Running to your chair is NOT considered as being in your seat.
4. You are expected to be present in class every day! Too many absences/early dismissals/late arrivals will make it difficult for you to complete assignments. Your grade could be adversely affected.
5. Bring a positive attitude and a desire to learn to class each day.
6. ABSOLUTELY NO food or drinks (including water) is allowed in the computer lab. All food must be eaten in the hallway—remember a tardy will be given if you are not in your seat when the tardy bell rings.
7. ABSOLUTELY NO usage of chat rooms, instant messaging, or Internet/e-mail unless you have my permission.
8. ABSOLUTELY NO downloading of music from Kazaa, Morpheus, Limewire, I-Tunes or any other music site without my permission.
9. ABSOLUTELY NO personal use of computers or burning information or music to CDs without my permission. Violators of this policy will be required to compose and type a two-page report on a topic chosen by the teacher and this assignment will count as a daily grade.
10. CD-players, personal headphones, I Pods, cell phones, PS2 devices, personal CDs, and personal PDA's may NOT be used in this classroom without the my permission. These items will be taken and turned in at the front office.
11. Show respect towards your classmates and teacher at all times and you will receive respect in return. Also be respectful of equipment and furnishings in the classroom.
12. LISTEN when I talk – please and extend the same courtesy to your classmates!
13. Handle computer equipment carefully.

14. Do NOT change screen savers or other settings on the computer without teacher's permission.
15. Stay in your assigned seat.
16. Limit frequent trips to the printer and visiting with classmates (waste of time).
17. Clean up your work area at the end of class.
18. You will remain in your seat until I dismiss you -- lining up at the door at the end of class is NOT allowed!
19. Tutoring will be available Monday through Thursday from 2:45 until 3:15 p.m. Make-up work may be completed during this time. See me if you have extenuating circumstances and need to make up work before school.
20. Writing on the computer equipment, mouse pads, or computer desks is defacing public property and in most cases is a criminal violation – in other words – you will be severely punished if you deface these items.
21. Please don't assume anything – there's no such thing as a "dumb" question.
22. You should NOT touch another student's computer keyboard or mouse. You may provide your classmate with assistance but you should not take over their computer and do the work for them. Give verbal instruction ONLY.