





Computer Lab Procedures & Rules Contract

The Crossroads School and Mr. Glickman strive to create a learning environment that enables all students to be successful. *Always act and speak respectfully and responsibly towards others and equipment.*

Procedures

1. Only after daily opening instruction will you be allowed to use the computers. Wait Patiently and focus during opening instruction.
2. Bathroom breaks will not be allowed during the first or last 10 minutes of class. Sign Out/In each time you use the bathroom. You may use the bathroom once per day per class.
3. Always save your work in your folder . Any files left on the computer's desktop may be deleted by the teacher.
4. If you encounter a technical problem that cannot be solved with basic troubleshooting, please ask for assistance from a teacher. Never touch any electrical wires.
5. You must stop working and follow closing procedures when instructed to do so. When you don't stop, you waste everybody's time.
6. You must remain seated unless given permission to leave your seat.
7. You must use silent signals to communicate when you need assistance. Yelling out is never acceptable.
8. Leave no trace. Leave everything and everywhere cleaner than you found it.

Rules

9. Use class time for class activities only. Work for other classes and for personal reasons should be done at another time. Walking around and socializing should be reserved for your personal time after school.
10. No food, gum or drink. Water bottles are allowed if you keep them sealed when not being used.
11. Handle computers and all technology with extreme care. Do not touch computer displays. Do not rotate the computers more than 90°. Electronics are expensive and fragile...be careful.
12. No watching videos or listening to music unless approved by teacher for educational purposes. All sound must be kept at a volume level that does not disturb others.
13. Printing is allowed for schoolwork only. Don't waste **our** resources. Recycle or Reuse paper when possible.
14. Never empty the Trash  on the computer.
15. Follow all rules described in the "Crossroads Student Technology Usage Contract."

Violation of any of these rules may result in an in-class consequence, referral to administration, or loss of technology privileges.

Contributing positively by following these rules will reward everyone with a positive learning community.

I understand this Computer Lab Procedures & Rules Contract and will follow the rules at all times (including when using lab with academic area classes/teachers and after-school programs).

Signature _____ Date _____

Full Name (printed clearly) _____