


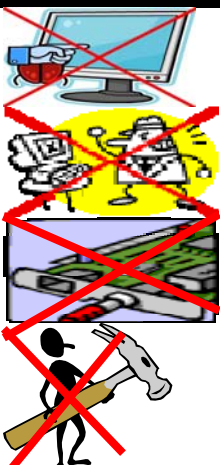

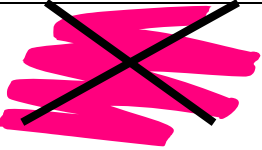





SCIENCE ACADEMY


Computer Lab Rules

Before you enter the lab:	
	<ul style="list-style-type: none">▪ Keep your hands clean.▪ Do not bring food or drinks.▪ Throw away your candy or gum to the trash.
DO NOT ENTER	
	<ul style="list-style-type: none">▪ If there is no teacher in the lab do not enter.▪ If you are late. Knock on the door and wait for my permission.
In the Lab	
	<ul style="list-style-type: none">▪ No running.▪ No bumping into students, chairs and tables.▪ Always sit at your assigned seat.▪ Do not leave your seat without permission.▪ Use your in-doors voice, not playground voice.▪ Keep your hands and feet to yourself.▪ Don't touch another student's monitor, keyboard or mouse even when you are helping them. Tell your friend what to do, do not do it for her/him.
Respect the lab equipment	
	<ul style="list-style-type: none">▪ Do NOT touch the LCD monitors; they are very sensitive.▪ Do NOT bang on the keyboard or the mouse.▪ DO NOT pull the cables attached to the computers.▪ Do NOT put the headphone cables in your mouth.▪ DO NOT un-plug any cable connected to the back of a computer, keyboard, mouse or network. If you have a problem, ask the teacher for help.▪ DO NOT attempt to repair anything.
At the beginning of the period	
	<ul style="list-style-type: none">▪ Inform the teacher immediately at the beginning of the period if you find graffiti, missing or damaged equipment, and garbage at your computers when you arrive, so that you will not be held responsible.
During instruction	


	<ul style="list-style-type: none"> ▪ Do not write or scribble on any table or computer or vandalize the computer equipment in any way. ▪ Do not start any computer programs unless the teacher says so.
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	<ul style="list-style-type: none"> ▪ The computer teacher will use a bell to get everyone's attention. When you hear that bell, sit in instructional position and face the computer teacher. ▪ Follow instructions and stay on task. ▪ When you have a question raise your hand and wait for assistance patiently.
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Show respect to your teacher

	<ul style="list-style-type: none"> ▪ Follow directions immediately. ▪ Speak appropriately. Disrespectful and/or offensive language will not be tolerated in the Lab. ▪ DO NOT use inappropriate language or graphics on your computer.
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Respect your friends

	<ul style="list-style-type: none"> ▪ Do not engage in unnecessary conversation, shouting or other disruptive behavior. ▪ Work quietly ▪ Regarding the folders and files of other students, DO NOT <ul style="list-style-type: none"> ○ open, ○ move, ○ delete, ○ Or change their filenames
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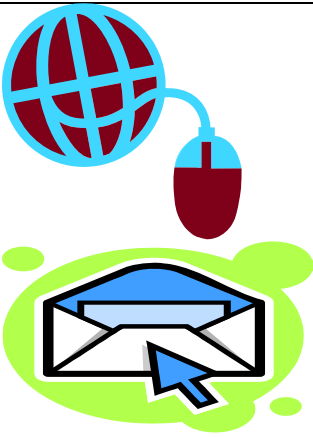
Protect your computer from viruses

	<ul style="list-style-type: none"> ▪ Do not download any files or programs onto your computer. ▪ Do not change the settings of your computer(mouse settings, screen setting etc.).
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At the end of the class period

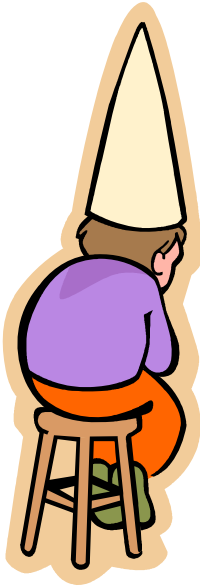
	<ul style="list-style-type: none"> ▪ Save your work. ▪ Close all programs and windows. ▪ Log off. ▪ Straighten up the keyboard and the mouse pad. ▪ GENTLY push in the chair. ▪ Throw away all scraps of paper, or other trash. ▪ Get in line.
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INTERNET RULES



- A teacher must be in the room during Internet usage.
- Use only the specified websites and/or search engines for a project.
- Do not go to websites that are unrelated to your schoolwork.
- **Do NOT** access your e-mail account in the lab.
- **Do NOT** use any instant messaging software.
- Do not chat or visit chat rooms.
- No games without your teacher's permission.
- Do not copy from the Internet or use other people's ideas as your own.

Consequences



- If you break a rule for **the first time** you will receive an oral warning. The teacher may also give you an immediate punishment such as:
 - Timeout
 - Written work
 - suspension from using computer or/and the Internet
- If you break a rule **the second time** the teacher will contact the parent and you will get DPS points.
- If you break a rule **the third time** you will receive detention. You will stay in computer-lab after school or during lunch period and do the work that will be given by teacher.

- If you break a rule **the fourth time** you will be sent to the Office. Principal or assistant principals will decide on the student's punishment.

Rewards



- You will be rewarded with different certificates from time to time.

If a student damages lab equipment intentionally or unintentionally, he/she is responsible for replacing it. This includes CDs, computers, monitors and other hardware. If a staff member decides that a student has violated an Internet rule or multiple lab rules, that student's computer or Internet privileges may be taken away for a period of time. This means the student may come to the lab during scheduled computer times, and may observe the activities, but may not participate in them. The student must turn in a written work at the end of each class.

Student Consent

I read the DSA Elementary Computer Lab Rules and I understand them. I will follow these rules and if I fail to follow them, I may lose computer lab privileges.

My name _____

Grade/Section _____

My Signature _____ Date _____

Parent Consent

My child and I have read and understood the Computer Class Syllabus and DSA Elementary Computer Lab Rules. I understand that my child will always be supervised in the lab. I give my permission for my child to use the computer lab.

My name, last name _____

My Signature _____ Date _____

Please return this form to Mrs. Camuz by August 28, 2008.