

Computer Lab Expectations and Procedures

Classroom Expectations

Santan computer classes will follow the Santan CARE expectations:

Come to class prepared to learn.

Act in a safe and responsible manner.

Respect and be considerate of yourself and others.

Exercise respect for school property and the personal property of others.

All school rules will **always** apply in our computer classroom.

Lab Expectations

We are fortunate to work every day in a powerful computer lab. Along with the right to work in this lab come additional responsibilities:

1. Food, drinks, and gum are not allowed in the lab under **any** circumstances. You may bring water bottles in the room, but only if they are kept on the floor.
2. Do **NOT** touch other students' equipment.
3. Keep all four legs of your chair on the floor at **all times**.
4. Inform your teacher immediately if something is wrong with your hardware (monitor, disk drive, mouse, etc.). **DO NOT** attempt to fix hardware problems yourself!
5. Do not download any files to your folder unless they pertain to a class project. Any downloads (MP3s, images, videos, software, etc.) which are inappropriate or violate copyright law will be reported to the appropriate authorities.
6. Flash drives should only be used to transport school-related files to and from school (use of your free Santan Google Drive account is the preferred method of bringing files back and forth from home to school).
7. Place all of your belongings beneath your desk or in the back of the room ... only items that are related to your current task should be on your desk. Be careful not to kick any cables hanging underneath your desk.
8. Follow the Code of Responsible Computing at all times. Failure to follow the CRC or these guidelines may result in the suspension of your computing privileges at Santan.

Consequences

The following consequences for misbehaviors may occur:

1. Verbal warning
2. Visit to CARE Room and parent phone call
3. Parent conference
4. Removal from classroom
5. Office referral

Severe misbehavior, mistreatment of lab equipment, or abuse of Internet privileges will be referred to the office immediately, and lab and/or Internet privileges may be revoked.

Daily Procedures

1. Enter the classroom quietly and orderly and sit in your assigned seat.
2. Open your agenda and write the day's activities and homework in the appropriate spot.
3. While your teacher is taking attendance, you should work on the warm up assignment for that day. If there is no warm up, you may use the computer to start your classwork, practice typing, etc. **Do not** use this time to play games.
4. When your teacher is finished taking attendance, please stop whatever you are doing and give him your full attention so class may begin.
5. If your teacher asks for your attention, please quiet down quickly and listen for instructions.
6. One or two minutes before the bell rings, you should save your work, clean up your area, and shut down your computer.
7. When the bell rings, you will be dismissed **only if** you are quietly sitting in your seat, your computer is shut down, and your area is clean. When you are dismissed, push your chair in and exit through the classroom door.

Other Procedures

There are some other class procedures you should know about:

- Absences** It is your responsibility to check the **class website**, check with a **fellow classmate**, or check with **your teacher** to determine what work needs to be made up when you return from an absence. You will have **one week** after you return from an absence to submit any missed work before late penalties apply. Make up assignments and other late work should be turned in directly to Mr. Creighton. You may also submit assignments from home using your Santan Google Drive account.
- Evacuation/ Lockdown** In the case of a fire alarm or other emergency, we will need to evacuate immediately. Please stop whatever you are doing, leave your things where they are, and exit through the Emergency Exit door. **DO NOT** save or print your work ... your safety is more important than your work! Be sure to stay together as a class and follow your teacher's directions carefully. During a lockdown, turn off your monitor, head to the corner opposite Mr. Creighton's desk, and **be still and silent!**
- Getting Help** If you need help with your work, your teacher is always glad to assist you. But other students may need assistance, too. **Before you ask for help, please try another method first:**
- checking the Help menu in your software program
 - asking a neighbor
 - searching the Internet
- If none of these works, please write your name on the help board in the back of the room. Mr. Creighton will help students in the order they signed up. Write your name at the END of the list, then continue your work. If your computer is not functioning and you cannot work, see Mr. Creighton immediately.
- Leaving the Classroom** If you need to go to the restroom, office, drinking fountain or locker area, **fill out your Traveler** and have Mr. Creighton sign it. On your way out the door, **be sure to sign the class travel log by the door**. Then you may leave the classroom quietly. When you get back, sign back in on the class travel log and return quietly to your seat. Excessive or lengthy use of your Traveler may result in the loss of Traveler privileges. Only one student may be dismissed from the room at a time. If you do not have your Traveler pass or if it is filled up, you will not be allowed to leave the room.
- Printing** Sometimes you will be asked to print an assignment and hand it in. **Be sure to print to the "Room 63" printer unless otherwise directed!** When you print your work, wait patiently at the printer for it to come out, then take it back to your seat or place it in the homework bin on Mr. Creighton's desk. If there are other papers in the printer waiting to be picked up, leave them as you found them. If other students are waiting for their papers, be sure to wait in line patiently and don't crowd around the printer.
- If there is a problem with the printer, see Mr. Creighton immediately. **DO NOT** print your work again! Only assignments in your computer class may be printed. If you need to print work from another class, ask Mr. Creighton first. Whenever possible, please print double-sided to save paper.

***Do your personal best, have a positive attitude, and
be appropriate at all times!***