

# BHS Computer Lab Computer Contract

I \_\_\_\_\_ (students name) understand that I will be using the computer and have access to the Internet on daily lessons and projects.

**\*\*NOTE:** Every student is expected to follow these rules and regulations. Compliance will be rewarded through the class participation grade worth 10 points each week as a grade. Non-compliance may result in a permanent loss of points for the week, month, or term. Consistent non-compliance may result in more significant consequences, a list of consequences is provide.

These are the terms of the Computer Contract as it relates to the computers that the students will be using in class.

1. I agree to follow directions given by my teacher, both orally and written.

a. During formal classroom instruction or tutorial sessions. Side-bar conversations will be kept to a bare minimum and will not be disruptive in any way.

b. When the pace of instruction is slow for you, you will quietly and in a mature way help those around you if appropriate, work on an extensions... or be positive and patient until your peers catch up with you.

c. When the pace of instruction is beyond your ability to keep up. You will stay positive, and in a mature way inform the instructor. You may be asked to come in during study hall.

d. You are a digital native, and will be asked to help facilitate the instruction and the problem solving of software and procedural difficulties.

2. I agree to use the computer only when instructed to do so by my teacher.

3. Students may not log into any website without permission from the instructor.

4. During formal demonstrations, students will not work ahead of the instruction.

5. Students will not "click" the mouse buttons or type on keyboards during formal classroom discussions or when the instructor requests that this activity cease.

6. I agree never to download without the teacher's permission.

7. I agree that I will not access the Control Panel or Properties program for any reason.

8. When helping another student I agree to use only my voice and allow them to use the mouse.

9. I understand that it is my responsibility to report any accidental damage to the teacher immediately.

10. I understand that I am never to put USBs from home in the computer at any time, without teacher's permission.

11. Absolutely NO food or drinks are permitted in the computer lab, water with a closure is ok. NO EXCEPTIONS!

12. PLEASE NOTE: NO EMAIL, TEXTING, MESSAGING... EVER! a. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.

13. During school hours, game playing, listening to music or watching videos on computers is not allowed unless they are authorized by a teacher and directly related to a school assignment or activity.

a. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.

14. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.

a. All of your current work should be saved to your school network drive AND your flash drive/ google drive. It is likely that you will not be given credit for assignments that become corrupt or lost. You are expected to have a backup of all current work on your flash drive or google drive.

16. If the user makes changes to the system software, including administrative privileges the user will be responsible for the consequences of those actions.

17. DO NOT PRINT anything that is not related to your current class work. This means you may NOT print; email, jokes, graphics, resumes, internet information that is not part of your class, etc. Please DO NOT OPEN THE PRINTERS or in any way try and configure them. If your paper didn't print the first time you sent the information, please ask for assistance.

18. If at any time, I choose to not follow these guidelines, I fully understand that I will not be allowed to use the computer for a period of time.

Computer Lab Consequences i. First Violation: Verbal Warning, no use of the computer for the rest of that day's class period. ii. Second Violation: I, the student, am responsible for writing up the reason(s) for any poor choices I make in order to inform my parents. iii. Third Violation: detention in AAIC or served with Mrs. Hamilton. iv. Forth Violation referral to the Dean's Office

My parent(s) or guardian(s) will be required to read and sign the "Computer Misuse and Consequences Form" before I am allow to return to using the computer.

I have read and reviewed the above contract and agree to its terms, limitations, and consequences. Please return this portion within 3 school days after receiving.

Students will add a copy of this contract to their student portfolio.

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Student Name (Printed)

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Parent(s)/Guardian(s) Name (Printed)

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Student Name (Signature)

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Student Name (Signature)

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Parent(s)/Guardian(s) Name (Signature)

Date Signed: