# Classroom Norms and Procedures

## Classroom Norms

- No open or unopened **food or drink** allowed in the computer lab at any time. *Any food or drink seen by the teacher will be placed in the trash.* ***EXCEPTION***: WATER
- Treat others with respect. Obscene, profane or vulgar **language**, hitting someone, mocking someone, destroying property, cheating and bad manners **WILL NOT BE TOLERATED AT ANY TIME**.
- Students may not play any type of **computer games** during class without permission from teacher.
- Electronic devices shall not be used at any time during class without permission – **including iPads**.
- Students may not alter, remove, or mistreat any of the technology equipment in the classroom.
- Students may not roll around the classroom in the chairs.

## Classroom Procedures

*Entering the classroom:*
- Students will enter the classroom, **sit in assigned seat**, and check course calendar for assignment upon entering the classroom.
- Students will place belongings so that they are out of the aisles and not obstructing your workspace or neighbors' workspace, at all times.

*During Class*:
- Students will only print with permission to the designated printer.
- Students will turn in work to the designated area.
- Always log off the computer before you leave at the end of the period.
- You are **NEVER** to log in as anyone other than yourself.
- Students will not be permitted to leave the classroom for any reason during the **first and last 10 minutes** of class.
- Students who need to leave the classroom for any reason must fill out his/her notecard hall pass and ask teacher for signature.
- Students will remain seated at all times unless given permission to be out of seat.
- Students will raise hand when he or she needs assistance and wait for teacher to come to them.

*End of Class*
- Students will log off the computer prior to leaving.
- Students will pick up trash around workstation and put in trash can on the way out the door.
- Students will push in chairs prior to leaving.

*Internet Privileges on Computers AND iPads*
Using the Internet in the classroom is a privilege. At anytime, this privilege may be taken away if it is misused.
Ways to **lose your Internet privileges** really fast . . .
1. using any type of **social media (Facebook, Twitter, Chat, Vine, Instagram, Snapchat, etc.)**
2. using your **camera** or **webcam** during class.
3. playing games
4. constantly being on a site that does not relate to what we are doing;
5. misusing or **not** taking care of your computer equipment
6. overriding security settings or other types of hacking

**If you are using an app which is not provided/approved by the school during class, your iPad will be taken up by the teacher and the app will be deleted.**