

Computer Lab Policies/Rules

Use of Computers

1. Please be aware that computers are to be used at all times for official purposes. Use of computers for general web-surfing, Email, chatting and game playing are not allowed. Violation will result in WJHS discipline referral to an administrator and possible loss of internet privileges. All work will be done with pen and paper if you violate this rule.
2. Students do not have the right to download or install software, music, games, or executable files on the computer. These will have the same consequences as above.
3. WJHS does not allow the use of audible electric equipment during the school day. (Cell phones, CD players, Ipods, MP3 players, etc.) The right to use MP3 players and Ipods will be given to the students who behave and complete work in a timely manner. Students will be given contracts for the student and parent to sign whenever the class proves they deserve a free listening contract.
4. Talking, playing, walking around the classroom, and/or disrupting class will not be tolerated. Violation of this rule will result in losing computer privileges and a discipline referral to Administration.
5. BE PROMPT! All students should be in their seats by the time the bell rings and remain until dismissed by the teacher. Hall passes are used for emergencies only for the upstairs/front restroom.
6. BE POLITE! Use school appropriate language at all times. Profanity will not be tolerated! Only positive comments and business language will be used in this class.
7. RESPECT PROPERTY! No playing with equipment or defacing machines, desks, chairs, walls, bulletin boards, etc. Do not prop your feet up on chairs or desks and make sure that you only sit in your chair, not on the desks.
8. NO FOOD OR DRINK IS ALLOWED! Computers are very sensitive to crumbs, greasy fingers, and liquids. Food will be taken from the student and given back to them at the end of class. Students will be allowed to have bottled water.
9. BE HONEST! Anyone who uses another person's work will cause both parties to receive a zero on the assignment, as well as a call home to parents/Guardians after the first offense. Second offense is an automatic suspension. Keep in mind this applies to manual or automated work. In the real world this is considered computer fraud or a white collar crime and could be a felony. No CD's or Flash drives can be put into the school computers at any time unless the teacher gives permission to.
10. Clean up after yourself! Please do not leave trash in the room. Place your trash in the trash can.

FRES Multimedia Lab Layout

Scale: 1" = 5'

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