

Rules for Mr. Stives Computer Lab

1. Come in, sit down, log in and begin working on the class assignments. All assignments for the Day will post on the Board as you come in.
2. Keep chair flat on the floor. Sit up straight, do not slouch. All backpacks will be placed on the floor next to your chair.
3. Be polite to your classmates and to Mr. Stives.
4. Respect the equipment and your surrounding areas.
5. Do not touch the computer monitor screen, bang on the keyboard or the mouse.
6. Do not write on any of the labels that are on the computers.
7. Do not eat or drink in the computer lab.
8. Do not chew gum in the computer lab.
9. It is your responsibility to turn in assigned work on time.
10. It is your responsibility to make-up missed assignments. Do not wait until the last week of the grading period to check. The make-up work is available on Mr. Stives webpage at www.rastives.weebly.com
11. You may not access the internet until your work is finished and upload to Mr. Stives. That means if you have make-up work pending, you may NOT get on the Internet.
12. If you are on the Internet I will NOT tolerate
 - Downloaded games
 - Chat Rooms
 - Myspace
 - Facebook (or anything similar)

There will be no warning given for these offenses: all privileges will automatically be taken away if caught.

You may check your e-mail at your own discretion. I will monitor screens

13. Do not print without Mr. Stives permission.
14. Always place your name, date, period and assignment in the header of all documents that you turn in for a grade, unless otherwise instructed.
15. Plan to work bell to bell
16. Cheating will not be tolerated
17. When you leave the computer lab, place the text books neatly back on the book shelves in a neatly and orderly fashion. Log-off and clean up the area around the computer. Push in your chair. If I have to clean up after you the you will be required to clean the entire computer lab.
18. No Headsets, mp3 players, ipods or any other electrical device will permitted and **ABSOLUTELY NO CELL PHONES ARE ALLOWED**

CONSEQUENCES OF NO ELECTRICAL DEVICES

FIRST OFFENSE--WARNING AND DEVICES MUST BE PUT AWAY IN BACK PACKS

SECOND OFFENSE--DEVICE WILL BE TAKEN AWAY AND CAN BE PICKED UP AFTER SCHOOL. I WILL ONLY WAIT FOR 10 MINUTES AFTER SCHOOL

THIRD OFFENSE--DEVICE WILL BE TURNED IN THE OFFICE AND YOUR PARENTS MUST COME TO PICK IT UP AND PAY A \$15 FEE

19. All students must abide by the students code of conduct and dress code
20. The bell doesn't release the students Mr. Stives does.
21. **SHOULD YOU CHOOSE NOT TO ABIDE BY THE MR. STIVES COMPUTER LAB RULES THE FOLLOWING WILL BE ENFORCED**

FIRST OFFENSE--WARNING

SECOND OFFENSE--DETENTION WILL SERVED AFTER SCHOOL AND PRIVILEGES WILL BE REVOKED

THIRD OFFENSE--PARENT WILL BE CONTACTED AND A CONFERENCE WILL BE HELD (IF NEEDED)

FOURTH OFFENSE--REFERRAL

I have read and understand the rules and regulations that have been explained to me pertaining to the use of the computer in Mr. Stives classroom

Student Name

Date:

Student Address

Student ID

Student Contact Number

Student E-mail address

Save as Rules for Mr. Stives Computer Lab

Upload to Mr. Stives