

COMPUTER & TECHNOLOGY RULES .

☒ **ABSOLUTELY NO FOOD, BEVERAGES, OR CANDY DURING CLASS** – gum is a privilege not a right and can be taken away. Water is an option if it is in a container with a lid and left on the file cabinet at the door.

☒ **THESE COMPUTERS DO NOT BELONG TO YOU!!** Please don't customize or change settings unless you have my permission. Violators will lose computer privileges.

☒ **SCAN ALL OUTSIDE MEDIA.** If bringing in documents on a disk, personal jump drive or Ipod they must be scanned for viruses first.

☒ **LISTENING AND COMMUNICATIONS DEVICES ARE NOT ALLOWED.** No Ipods, MP3 players or cellphones allowed during class except to transfer data files.

☒ **KEEP COMPUTERS IN ORIGINAL CONDITION.** The stickers on the computers are there for a reason. Leave them in place and untouched.

☒ **RESPECT THE MOUSE & MOUSE PAD.** The mouse and mouse pad are your friends. Do you know how to navigate through software without these handy tools? Respect the right to use them by keeping them free of damage.

☒ INTERNET RULES

- ☞ **You must have permission to be on the internet.** Permission will be granted only for research or projects that pertain to classes.
- ☞ **Internet for educational purposes only.** Surfing, Email, IM's, social networking, chat rooms, music, YouTube and games via the internet are **NOT** allowed.
- ☞ **Downloads are NOT allowed.**
- ☞ Games already loaded on the computers are okay if I am not lecturing and all your work is finished.

You are expected to take care of your station, clean up around your area before leaving. Any damage to the keyboard or computer caused by misuse or abuse will be discussed in conference with the Principal, your parents, you and me.