



Computer Classroom and Lab Contract 2015 - 2016

Teacher Information:

Name: Ms. Moore

Email Address: moorec@mdusd.org or northgateart@gmail.com

Parents,

Please sign that you have read the information from the Northgate Computer policy:

- ◆ **NO FOOD, NO GUM AND NO DRINKS ARE TO BE CONSUMED IN THE LAB.**
- ◆ All Desks, computers, keyboards, cabinets etc. will be numbered and assigned to students and the **students are responsible for their assigned equipment.**
- ◆ Any item **deliberately broken/damaged must be replaced** by the student/students in the Lab. A lab check by the 'students' will be carried out in the last 5 minutes of class when they hear the five minute bell..
- ◆ **When you sit down, always check your mouse, keyboard and computer for damage.** Any damaged item not reported to the instructor at the beginning of the class will become your responsibility.
- ◆ Always return materials that you have used to the proper location-including books.
- ◆ All areas must be clean and everything put in its place before students will be dismissed.
- ◆ Take care of the desk and tabletops. Do not mark on any surfaces.
- ◆ As advanced level students, you are to follow all safety guidelines provided in the manuals and labs.
- ◆ **NO GAMES, NO WEB SURFING, NO PERSONAL E-MAIL, NO DRAMA!**
- ◆ **Can work on other class work when all art classwork is complete and student has an A.**
- ◆ **DO NOT TOUCH ANOTHER STUDENTS MOUSE, KEYBOARD, OR COMPUTER,** it is ok to offer help but it is not ok to do someone else's work.
- ◆ Do not change any of the computer settings. Respect that these computers are set up for specific tasks.
- ◆ All files should be saved to your disk or a jump drive; as well as the Network's server.
- ◆ Do not bring in any disks that have been used before (even from other programs in school).
- ◆ Due to copyright laws, you are not permitted to copy any software from the computers.
- ◆ You will be given specific directions to follow according to NHS guidelines!
- ◆ - You have 5 seconds to save your work and log off by pressing CTRL+ALT + DEL. (Do not press the power button as it causes the computer to crash on the next time of powering up).

STUDENT AND PARENT/GUARDIAN COURSE CONSENT

We have read and understand the expectations from the technology teachers and will support my teacher in his/her effort to provide an effective learning environment.. Please sign for your student to have access to this computer course.

Student's Signature/Date

Parent's Signature/Date

Golden Rule

DO NOT SPEAK WHEN Ms. Moore IS SPEAKING OR WHEN A STUDENT IS ASKING A QUESTION OR TEACHING.
ALWAYS FOLLOW SAFETY PROCEDURES GIVEN BY YOUR INSTRUCTOR OR PROVIDED IN SPECIFIC ACTIVITIES.