

Computer Lab Classroom Procedures

Ms. Graff & Mrs. Kettner

Classroom Procedures:

1. Follow Acceptable Use Policy
 - a. Located on Sage Valley/Computer Lab Resources link (<http://sd139.k12.id.us/Schools/VHS/Policies/AUP.pdf>)
2. Attentive Listening is a must
 - a. Listening is a sign of respect
 - b. When Ms. Graff is giving instruction you should be listening
3. Walk into classroom quietly/politely
4. Be aware of and courteous to the other students in the classroom
 - a. When entering be sure other students have exited
5. Clean up your area

Beginning of class:

1. Go immediately to your seat and login.
2. Place all items not related to class out of the way
3. If there is ANYTHING wrong with your equipment tell the teacher right away
4. Check the Smartboard for instructions-daily task—and immediately begin task while roll is taken.
5. Give your teacher your attention when instruction begins (attentive listening)

Homework:

1. The agenda will be posted for the week on the whiteboard.
2. Assignments must be completed in a timely manner (Appropriate Task Completion).
3. Most work will be completed in class
4. All assignments must be turned in electronically through the S:/ (studentpublicbasin)
5. If assignments are not completed during the timeline allowed in class, students must make arrangements with me to make up or complete the assignment—lunch hour, before or after school

Agenda:

1. You must have your agenda to use the restroom or other traveling throughout the building.
2. You must complete the appropriate page in your agenda book to use your passes.
3. I must sign your agenda book before you leave the classroom.
4. I have the option of not letting you leave at that time.

Plagiarism:

1. To plagiarize is "to steal and pass off (the ideas or words of another) as one's own" (Webster's Ninth New Collegiate Dictionary).
2. All of the work that you submit for this class should be an original product produced by you.
3. If you plagiarize on any assignment you will be asked to do the assignment again or given a zero.

Absences:

1. When absent check with classmate, the agenda posted, or me.
 2. If you have questions about an assignment, ask one of your classmates for help before class, after class, or get permission from me to get help from a classmate during in-class independent work time.
 3. If you are still confused, ask me for assistance outside of class time or during independent work time. I am more than happy to help you.
 4. Makeup work should be submitted to me in a timely fashion.
 5. Submit all work with "ABSENT" written in the top margin of your assignment. THIS INCLUDES ANY JOURNAL SLIDES YOU HAVE MISSED
 6. If you are placed in ISS or suspended you will receive 0% for those days since the work is primarily done in class.
 7. If you exceed 3 absences in a quarter, you will receive 0% for your daily grade, unless this is prearranged, bereavement, a doctor's appointment, or your parents have contacted me.
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Schoolwide Expectations

Listen attentively (be on task)

Earn respect (use appropriate actions and words)

Always come prepared and on time

Remain seated in assigned area

Need to keep hands, feet, objects to self

In an effort to help students take charge of their learning and become more responsible citizens, the following consequences will be implemented for infractions of the LEARN rubric:

1st offense: warning

2nd offense: teacher conference

3rd offense: behavior report sent home - DOCUMENT IN LUMENS AT THIS TIME

4th offense: last warning/call home/conference

5th offense: office referral

Computer Lab Expectations

REMEMBER:

1. When not in use, place headphones on top of the CPU
2. Do not move, stretch, bend or break headphones
3. Do not bang on keyboards and mice
4. Keep hands off others keyboards and mice
5. Do not shut down or put computers to sleep—yours or someone else's
6. Do not get into programs you are not supposed to be using
7. Do not beep the keyboards—sticky keys will turn on
8. Do not bring food or drinks into lab
9. Do not touch or tamper with cords and plug-ins
10. Do not personalize the computers for example:
 - Changing the video and audio settings
 - Adding, changing or moving icons on the desktop
 - Do not plug in external hard drives or flash drives without permission
11. As a courtesy to the next class, please leave your lab as you found it:
 - All programs closed and desktop returned to the login screen
 - Chair pushed in
 - Headphones placed on top of the CPU
12. During fire, lock down, or other emergency drills, follow your teacher's instructions and the procedures posted in the front of the classroom.

***If you feel that you cannot abide by the rules and procedures that I have outlined for you, you must tell me now. We will need to discuss this with your parents and the school's administration.**

Violations of the Acceptable Use Policy/Student Internet Use Agreement will be dealt with according to the standard middle school disciplinary policy. Unauthorized tampering, deleting, manipulating, or damaging of programs or files is strictly prohibited!

If students are not complying with the Acceptable Use Policy, their privilege to use the computers and/ or Internet will be revoked. This may be in all classes not just computers.



Grading Policy

In this class, you will earn your nine-week-term and semester grades by completing a variety of in-class learning activities and homework assignments. All of the work for this class will challenge you to develop your technology skills; it will also allow you much room for creativity and self expression. Each assignment will be worth a specified point value. For each assignment, I will give you a clear outline of how the points are distributed and what is expected of you. Your final grade for each nine-week-term will be based on your performance on the various assignments. You will also have opportunities to do extra credit to enhance your grade, if you would like. The grading scale that I use is as follows:

A.....93-100%

A-....90-92%

B+...87-89%

B.....83-86%

B-....80-82%

C+...77-79%

C.....73-76%

C-....70-72%

D+...67-69%

D.....63-66%

D-....60-62%

Non-passing – 0-59%

The grades will be weighted as follows:

Participation/Ethics=30%

Class work=40%

Tests/Quizzes=30%

Participation/Ethics is worth 20 points per class. Some examples of how those points can be lost:

- Absence, tardies, not listening to directions, not following AUP