

2015-2016 Holy Angels Catholic Academy Technology Lab Rules & Disciplines

The Technology Lab is for the use of all students of Holy Angels Catholic Academy
Disruption of the network by one student affects all other classes. Please follow the instructions of the teacher carefully.
Improper use of the lab computers/iPads carries serious consequences.

SPECIAL RULES-ZERO TOLERANCE

1. No student may go to any private email sites, nor use any private email software, personal IDs, or personal game site IDs.
2. No student may interfere with filtering software that protects you while on the internet
3. Technology USB and headphones must remain in the technology lab to insure proper grading and prevent loss of work.
4. No student may use any private or public social media sites without the express approval of the technology teacher

DISCIPLINE: Immediate referral to Principal.

TECHNOLOGY LAB RULES:

1. Never touch the desktop configuration or screen views, backgrounds, etc. on your computer or iPad
2. Never change a user ID or a Password on your computer/iPad.
3. Never open the Systems Folder.
4. No other work may be brought into the technology lab. Only lab core curriculum projects are allowed.
5. Do not touch or any way interfere with another student working on their computer/iPad. You may talk and suggest but never touch another student's keyboard/mouse/screen..
6. Do not move or enter into any students' saved files on any server, computer or iPad.

DISCIPLINE: Student must correct any changes they made and there will be temporary removal from computer/iPad to center of room and verbal warning issued and recorded in your file.

REPEAT: Deduction on grade for lab project in works, notification given to the Principal/Parents.

SECOND REPEAT: Referral to Principal for discipline. May result in loss of computer/iPad class.

TECHNOLOGY LAB COURTESY: WE RESPECT EACH OTHER

1. Do not speak when teacher is speaking. Please sit with hands off keyboard/mouse/screen, on lap, facing teacher (munchy face for lower grades☺).
2. Do not speak when another student is speaking, respect your fellow classmates.
3. When the teacher says "May I have your attention," or your **special class word**, stop working, hands on lap, and turn to teacher/screen/smartboard as directed.
4. You are encouraged to talk "techno" talk in the lab, which means talking very low and slow to each other, sharing ideas.
5. Listen carefully and follow directions exactly as given by your teacher.
6. Mistakes are always correctable on your computer IF YOU STOP IMMEDIATELY AFTER THE MISTAKE and CLICK "CONTROL Z" on a computer.
8. If not exactly sure which button to click, do nothing! Ask for help.
9. Remember to SAVE your work to your USB drive or to the Server "Dancer" VERY OFTEN! BACK-UP to Server and your USB!
Remember the folder name where you saved your files. Remember the name you give your files
10. Support and help each other! Do not be afraid to try something new! SHARING AND BONDING WITH EACH OTHER IS FUN!

PLEASE READ WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL BY SEPTEMBER 30, 2015

We have read the above rules for the Technology Lab and discussed them with our children.

Mr. /Mrs. _____

Child's Name _____ Grade _____

Parent Signature: _____

Child Signature: _____
