

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 carries serious consequences.

SPECIAL RULES-ZERO TOLERANCE

1. No student may go to any private email sites, nor use any private email software.
2. No student may interfere with filtering software that protects you while on the internet

DISCIPLINE: Immediate referral to Principal.

TECHNOLOGY LAB RULES:

1. Never touch the desktop configuration on your computer
2. Never change a user ID or a Password on your computer
3. Never open the System Folder
4. No other work may be brought into the technology lab. Only lab/curriculum projects are allowed.
5. Do not touch or any way interfere with another student working on their computer.
6. Do not move or enter any students' saved files but your own.

DISCIPLINE: Immediate, temporary removal from computer 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 class.

TECHNOLOGY LAB COURTESY: WE RESPECT EACH OTHER

1. Do not speak when teacher is speaking. Please sit with hands off keyboard/mouse, on lap, facing teacher.
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 as directed.
4. You may talk "techno" talk in the lab, which means talking very low and slow to each other.
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 do not make additional clicks or keyboard moves.
7. If you need assistance, please raise your hand and call for the teacher.
8. If not exactly sure which button to click, do nothing! Ask for help.
9. Remember to **SAVE** your work to your disk **VERY OFTEN!** **BACK-UP** to Server!
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! Remember, hitting the "Control, Z" keys can bring it right back!

PLEASE READ WITH YOUR CHILD, SIGN BOTH SIDES AND RETURN TO SCHOOL BY NOVEMBER 24, 2010

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: _____