

Computer Room and Portable Lab
STUDENT GOALS--RESPONSIBILITY--CONSEQUENCES

Goal: Use of the Computer Room and Portable Lab at OCCS will be for the purpose of improving students' computer skills and providing opportunities for enriching classroom curriculum.

Portable Lab - Responsible and Respectful Behavior:

Students will:

1. Use laptops with clean hands. No food or drink while using a laptop.
2. Use laptops on the desk, not lap. Open case from center. Wait for instructions from the teacher - only login with permission.
3. Always stay on the assigned task and access only their files.
4. Always return computers to login screen when finished.
5. Close laptop case and place in the correct numbered slot.
6. Use laptops only when there is teacher permission and supervision. No exceptions.

Computer Lab - Responsible and Respectful Behavior:

Students will:

1. Enter the lab quietly with clean hands and shoes and without food or drink.
2. Sit appropriately on their assigned chair.
3. Wait for instructions from the teacher - only login with permission and access only their files.
4. Work quietly on the assigned task.
5. Use keyboards and mouse appropriately and use proper posture.
6. Always return computers to login screen when finished.
7. Wrap and put away headphones. Clear workstations, push in chairs.
8. Use the computer lab only when there is teacher supervision. No exceptions.

Consequences:

1. Misuse of computers [ex. - in computer room or using a laptop without permission/without a teacher, misusing the equipment, logging into another students' account]

First infraction: Reminder of the rules

Second infraction: Taking away student use of computer for the class period. + Detention

Third infraction: Denial of student computer use for 1 week. + Detention

2. Internet Misuse [ex. - on a site looking at information not teacher approved, using the internet for non-school related assignments, unauthorized use of internet/computer beyond the school day]

First infraction: Denial of student privilege of computer use (1 week) + Detention

Second infraction: Denial of student privilege of computer use (1 quarter) + Detention

Third infraction: Denial of student privilege of computer use for the remainder of the school year + Detention