

## Computer Lab Rules & Expectations

**You are responsible for your computer station.** When you sit down at your computer for the day, check it for vandalism or any other damage. If there is any damage, **NOTIFY YOUR TEACHER IMMEDIATELY!**

**Printing will be done with permission only.** If you print extra copies, or copies without permission.

**Stay in your assigned seat.** Any student not in his/her assigned seat when the final bell rings will be counted **TARDY.**

**Use BATHROOM and WATER FOUNTAIN between classes.** Students will only be dismissed with teacher approval in case of *extreme emergency*. Students must follow all appropriate sign-out procedures.

**Respect the property and persons of others.** DO NOT take anything that belongs to someone else. This includes any work that may be on their computer. Cheating and theft will not be tolerated.

**Do not touch** another student's computer station, including monitor, keyboard and mouse.

**Practice "Silent Sustained Keyboarding."** Talking is to be limited to short questions and responses at appropriate times. Extended conversations and casual visiting distract everyone and are not appropriate. Talking at a low level during group work may be permitted at the direction of the teacher.

### **ABSOLUTELY NO FOOD, GUM, CANDY, OR DRINKS IN THE COMPUTER LAB**

Students are expected to follow the guidelines and policies expressed in the student / parent handbook signed for at registration and the district's **NETWORK, COMPUTER AND ELECTRONIC INFORMATION SYSTEMS Policy 1001.3.**

**PLEASE SIGN AND RETURN THIS TO THE COMPUTER TEACHER AS SOON AS POSSIBLE.**

*I acknowledge that I have read and understand the rules that apply to the computer class at Meridian Middle School for this school year, and I will follow these rules.*

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Period

## *Grading Criteria*

Student progress is continually monitored. The following assessments are conducted regularly:

- Assignments and research paper
- Average of progress and accuracy
- Timed tests and quizzes
- Technique and posture evaluations

### **TECHNIQUE/POSTURE GRADE CRITERIA**

A=Student consistently maintains proper posture, a positive attitude, stays on task, and avoids disrupting fellow students.

B=Student usually maintains proper posture, a positive attitude, frequently stays on task, and avoids disrupting fellow students.

C=Student occasionally maintains proper posture, a positive attitude, generally stays on task, and avoids disrupting fellow students.

D=Student has difficulty maintaining proper posture, a lax attitude, requires frequent reminders to stay on task, and frequently disrupts fellow students.

F=Student rarely maintains proper posture, rarely demonstrates a positive attitude, has great difficulty staying on task, and frequently disrupts fellow students.

\*Please note: Students will have the opportunity to evaluate themselves and discuss this grade with the teacher.

## *Class Information*

### **QUALITY OF WORK**

Please note that quality work is expected of each student. Thorough assignment expectations will be given with each new assignment. Please ask questions if you are unsure of any information. Correct spelling, grammar, neatness and punctuation are expected. Those skills will be taught in the course and students need to use the skills in all work.

### **HOMEWORK**

The first homework assignment will be to bring the computer lab rules and netiquette expectations section back to school signed. Other than that, there will be very little homework.

## **MR. SHEARER'S COMPUTER EXPLORATIONS I**

### **Course Description**

In Computer Explorations I, students will learn basic skills needed for the use of a word processor, spreadsheet, and database including how to edit, format, change, and manipulate documents for a variety of school and personal projects. Emphasis will be placed on real world application of the software presented. A review of internet safety, research strategies, and copyright laws will be integrated into assignments as they apply. This class is a prerequisite for Computer Explorations II.

### **Goals for the Class**

1. Refresh keyboarding skills.
2. Expand knowledge of basic functions of a word processor.
3. Apply keyboarding and Office applications to business and personal applications.

Please contact me anytime you have a question.

Phone: 855-4225 ext. 1143

E-mail: [shearer.donald@westada.org](mailto:shearer.donald@westada.org)

Class web page: <http://westada.org/>

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