

Mulholland MS - Student Behavior Contract for the Computer Lab – Ms. Martinez

I am very pleased that you have chosen to take the computer class or have a class in the computer lab. I believe that all of my students are in class to learn and prepare themselves for the future. I will do my very best to provide you with a positive learning environment. I expect you to behave so that teaching and learning will take place. I hope you find this course to be both interesting and useful. As a member of this class, you must accept responsibilities and abide by the expectations and rules. These have been outlined below. Please read them carefully **before** you sign this contract. You are always to abide by the Mulholland MS & LAUSD Student Codes of Conduct, Dress Codes, and the Acceptable Use Policy. Your signature indicates that you understand and accept both the responsibilities and penalties outlined below.

- I am to come to class prepared (with all necessary materials), & on time, meaning I will be in my seat ready to work when the tardy bell rings. I will enter & exit the classroom in an orderly manner. 3 or more unexcused tardies will be an automatic U in work habits.
- I will be in proper Mulholland MS uniform, and not wear any sort of hat or hood in the classroom as per LAUSD guidelines.
- I understand that I am not allowed to bring or eat any food, candy, gum or drink into the classroom/lab. I will not leave any trash in the room, including on the floors, chairs, tables, etc. Breakfast in the Classroom food will be consumed outside, and not be around the computer stations.
- I understand that I am to listen and follow the teacher's instructions. I will not interrupt or talk unless I have been recognized by the teacher.
- I understand that I will not disrupt, nor cause disruption in any manner in the computer classroom, including shouting out, throwing items in the classroom, having toys out, etc.
- I understand that my personal work should be saved on my personal flash drive. **I am not to connect any other devices to the computer.**
- I understand that I am not allowed to move, change or delete any system files. I am not allowed to download any files/programs unless specifically instructed to do so.
- I understand that the computer settings, including passwords, screen savers, wallpapers/backgrounds, sounds, or any other established settings may not be changed. This is not my personal workstation. Other students share this machine.
- I understand that it is unacceptable to touch another student's computer station, including the mouse, mouse pad, keyboard, computer, and cables. Other student's flash drives and work are completely off limits. Other student's personal property is also off limits.
- I will not take, destroy, vandalize, deface, or write on equipment, materials, or tables belonging to the school or teacher. I will treat the equipment & supplies with respect. The teacher's office is off limits.
- I understand that no obscene or suggestive language will be used in any work. All work should be classroom appropriate, including the graphics. This also includes my verbal language during class time.
- I will do my assignments to the best of my ability, be helpful and respectful to the teacher and other students while in class. I will use my time wisely, be positive, and produce quality work.
- I will leave the classroom in a clean and orderly manner including making sure my station is in order with the mouse on the mouse pad, my computer logged out, or shut down if you are the final period of the day, and pushing in my chair.
- I will do my own work and not copy from a fellow student unless there is a teacher assigned interactive activity. I will not copy or plagiarize from any other source. I understand that copying is considered cheating and my assignment will not be graded.
- I understand that I am NOT to be on an online game or email without prior authorization.
- I understand that **IF** I am allowed to use an MP3 player, it will be only with teacher permission, and that I will only have one ear bud in at one time, the over the ear larger headphones are not allowed, and there is no texting, phone calls, picture taking,

