**CLASSROOM RULES FOR COMPUTER EDUCATION**

**General Rules:**

1. Behave in a respectful, positive manner toward all students and teachers.
2. Be seated and ready to listen when it’s time for class to begin.
3. Raise hand for any questions and what for recognition before speaking.
4. Always inform teacher of a need to leave the computer lab.
5. At the end of the class period wait to be dismissed.

**Computer Rules:**

1. Only use your computer. Touching other student’s computers is not allowed.
2. Make sure candy, food, drinks, or other items not being used, are never around or near computer equipment.
3. Always carefully and properly handle all computer equipment.
4. Clean up your work area and push in chairs when dismissed.
5. Put proper identification on all work turned in.

**Name**

**Grade**

**Date**

**Hour**

1. Computer class work not printed out shall be placed into the Drop Folder in box.
2. Random surfing of the Internet is **not acceptable**. Only use the Internet when the lesson requires it.

**Assignments:**

Most work will be completed in class; however there may be instances where students may need to do work from home. In the case of absence students can find topics covered in class on the Computer Ed website (kramerlab.weebly.com). Flash drives are useful to transport assignments and save work.