

**St. Augustine School  
Computer Lab Rules &  
Internet Contract 2009 - 2010**

PLEASE KEEP THIS CONTRACT IN FOLDER - SIGN & RETURN PAGE 4

Dear Parents:

Welcome back to Computer Lab! Please note that I have attached a copy of the **Computer Lab Rules & Internet Acceptable Use Contract**. Please read them over carefully with your child.

Technology has become an integral part of virtually every career imaginable. The Computer Lab therefore is not only a fun and interesting way for students to learn, but an essential component of their education. On that note, I stress that your child will receive a report card grade for his/her performance in the lab. Furthermore, I intend to foster a positive learning environment by maintaining a set of rules and disciplinary procedures as well as rewards for positive behavior.

Please sign and complete *page 4 of this document* with your child and return to me by the next meeting of computer lab. With you and your child's cooperation, I know this will be an exciting and successful year for all of us. I am honored and enthused for this opportunity to participate in your child's education.

**Computer Responsibility** - You are responsible for the computer area you are assigned to; all the equipment for your computer, and the desk area while you are in the lab. This includes all parts of the computer, mouse pads, microphones, headphones, desk and chair area, etc. Please notify the teacher *immediately* if anything in your computer assigned area is not the way it should be.

**Update Slip:** Will be given for breaking any class rules or late assignments.

**Detention:** Will be given for mishandling of any computer equipment.

**Materials Needed**

Students in **Grade 3 – 8 will need either a folder or notebook** where they keep all class notes, study sheets, and handouts in an organized fashion. These notebooks should have all the information for the entire year and retained for future reference. These notebooks will be checked periodically and graded for their contents /organization. Students in **Grades 4 through 8 also need a USB flash drive** to save their work. Student in **Grades K – 3 may bring a CD** if you want a copy of your child's work at the end of the school year.

**Grades will be determined using a point system.**

<b>Tests</b>	<b>50</b>
<b>Class Work &amp; Participation</b>	<b>20</b>
<b>Class Projects &amp; Homework</b>	<b>20</b>
<b>Class Behavior</b>	<b>10</b>

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**TOTAL** **100**

\* (1 pt will be deducted from the grade point average for each Update Slip received)

Best wishes to each of you for a fun, exciting & rewarding year!

***Ms. Patricia Walsh - Computer Teacher***

**St. Augustine School  
Computer Lab Rules 2009 - 2010**

**LAB RULES:**

Come to computer lab with clean hands.

Be on time for class & enter the computer lab in a quietly and orderly fashion.

Find your assigned seat and quietly wait for instructions.

Listen quietly for instructions for the lesson

Pay attention and sit quietly while the teacher is talking.

Hands off the keyboard and mouse while the teacher is teaching.

Wait until teacher gives you permission to work on your computers.

Do not talk to each other unless you have permission.

Raise your hand and wait to be called on before you speak, or if you need any assistance.

Do not get out of your seat for any reason unless you have permission.

Be sure to keep your hands, feet, and objects to yourself.

Do not handle any part of someone else's computer but only the one you are assigned to.

Keep your computer and work area neat and clean.

Bring all appropriate materials to class with you. (notebook/folder & flashdrive)

Be prepared for any tests or assignments on day they are due.

\*(All tests need to be made up promptly)

Handle all computer equipment with great care.

Do not touch the screen monitor at any time.

Use proper handling of all computer equipment.

Work quietly at your computer station.

Save your work every few minutes.

Respect the teacher as well as one another.

Treat each other with the Golden Rule and have a positive attitude.

No food or drinks in the lab.

Clean up computer area and all parts, close all programs, push chair in when class is dismissed.

No playing with any parts of computer equipment assigned to.

No swaying, rocking or rolling on chairs.

No running in the computer lab.

**HAVE FUN !**

**CONSEQUENCES OF BREAKING RULES OR INAPPROPRIATE BEHAVIOR:**

**Warning** - Student will be given a warning first

**Update Slip** - update slip for breaking any of the class rules.

**Detention** - mishandling of any of the computer equipment.

**Meeting with parents** for repeated offenses

**Lose privilege of using Computer Lab**

**Suspension**

**St. Augustine School  
Internet Acceptable Use Contract 2009 - 2010**

**I understand my responsibility for using the Internet and other online resources; therefore.**

I will only use the computer as directed by my teacher;

I will only use good manners when using the computer;

I will not give out any personal information about myself or others, such as telephone numbers or address, while on the computer;

I understand that all passwords or numbers are to be kept secret;

I understand that it is **forbidden** to use the internet to disrespect or harass any student or teacher.

**I understand that I must adhere to the mandates of the School Policy**

I will be unable use the Internet/Computer Lab in school until I have completed the Acceptable Use Contract and my teacher; parents or (guardian) and I have signed and returned the contract.

**I understand my responsibility for using software illegally; therefore,**

I will not give, lend, sell or copy any software found on school computers or the Internet, unless I have printed permission from the copyright owner.

I will not bring disks to school for any reason, unless specifically permitted by the teachers.

I will not install any unauthorized software on school computers.

**I understand the importance of using both print or non-print information in a lawful manner; therefore,**

I will not copy information received in any form and say that it is my own work;

I will accurately cite all sources of information

**I understand that the use of computer networks is a privilege, not a right; therefore,**

I will not attempt to bypass system security or change settings without teacher permission.

I will not tamper with the networks or computer;

I will not go into anyone else's file or use anyone else's password

**I will not access any Internet sites that have any violent or inappropriate language or material.**

***Please note this contract is in addition to and includes:***

**INTERNET ACCEPTABLE USE POLICY found in pages 26 & 27 of the Student Handbook.**

*Providing false or misleading information when applying for computer access, or violating any of the rules will cancel my user privileges and may result in further disciplinary action, including reimbursement for damage and computer recover costs and suspension or expulsion from school.*

**St. Augustine School  
Computer Lab Rules Contract &  
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**(STUDENT)**

I have read and consent to the rules and responsibilities listed in this contract.

**Student's Name (please print)** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Classroom #** \_\_\_\_\_ **Computer Seat Number** \_\_\_\_\_

**(SCHOOL SPONSOR)**

I have read and discussed the above rules and regulations with the student.

The school staff will not be responsible for the student's behavior if he/she intentionally disregards and disobeys the regulations in this policy.

Teacher's Name (please print): **Patricia M. Walsh**

**Teacher's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**(PARENT OR GUARDIAN)** I have read and discussed this regulation with my child. I understand that it is the responsibility of my child to restrict his/her in-school computer use to assigned classroom projects. I accept full responsibility for supervision if and when my child is using computers in a setting other than school. I also understand that the teacher cannot be held responsible for intentional infractions of the above rules by my child.

\_\_\_\_\_ **I have discussed all the rules in this contract with my child.**

\_\_\_\_\_ **I give permission for my child to access the Internet in school.**

**Parent or Guardian (please print):** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**The signed forms are a homework assignment and will be due the next time your child's class meets. Please complete THIS SHEET and return.**

**If it is not completed and returned on time, a Update Slip will be given. These rules listed are to be kept in the student's folder at all times.**

**Note: This form will be kept in the St. Augustine Computer Lab.  
It is nontransferable to another school.**

**For the complete contract - Please refer to the  
St. Augustine School Computer Lab Rules & Internet Contract 2009 – 2010  
Listed in the Student Handbook and on the Computer Class Website.**