Computer Lab Contract

**We will:**

1. Put all equipment away and back how you found it. (Headphones, wires, scanner, cameras, etc.)
2. Keep your computer secure, Must log out and turn off machines before leaving the classroom.
3. Refrain from placing screen savers of any kind on the computer.
4. Refrain from changing the desktop or adding anything to the desktop.
5. Refrain from adding software to the computer.
6. Refrain from playing games or music on the computer.
7. Ask the teacher for advice if confused about whether they are doing something wrong.
8. Inform the teacher immediately after discovering any damages to the computer. (Failure to do this will hold the student responsible for the damage).
9. Refrain from entering any sites unrelated to the assignment at hand. (Including email)
10. Refrain from saving any information unrelated to the assignment at hand.
11. Must wear headphones.

**Failure to comply with the expectations will result in the following consequences.**

1. **First offense will be a verbal warning.**
2. **Second offense, lost of points for the current assignment**
3. **Third offense, possible dismissal from class for night**

**I have read and understand the computer lab contract.**

**Your Signature & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**