**Classroom Rules**

**Computer Use**

The use of all computer technology is a privilege, not a right. If any student, for any reason is misusing or damages the computer, or any component of the classroom, their privilege of computer use will be revoked.

**Classroom Expectations/Procedures**

1. Students are expected to arrive to class on time and be prepared to work on a daily basis.
2. If any student is to miss class for any reason, it is their duty to inform the teacher ahead of time. If this cannot be done, a note is required the next time the student arrives in class.
3. It is the **students’ responsibility** to catch up on any missed work due to illness or any school related activity.
4. Assignments are due on the given due date. If they are not submitted, a mark of zero will be administered unless a valid note is provided.
5. If a student needs extra time to complete assignments, it is their duty to arrange a deadline with the teacher prior to the due date. If this is not arranged, no extension will be given.
6. If a student needs extra time, it is their duty to come in at lunch or after school to complete work.
7. **THERE IS ABSOLUTELY NO FOOD OR DRINK ALLOWED AROUND THE COMPUTER AREA.**
8. Students are expected to save all work. It is their responsibility to ensure that all work is saved properly.
9. It is recommended that each student have a removable disk drive to prevent lost work.