**Dr. Arcega’s Computer Lab Rules**

**Student’s Full Name**

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**Period #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Using the computer lab is not a right; it is a privilege. Students that do not follow the rules and behavior expectation in Dr. Arcega’s class while they are in the computer lab will lose their privileges (will be removed from the lab and placed in the on campus detention) and credit for the lab work. I understand the behavior expectations the rules in the computer lab. I agree to follow all the lab rules by maintaining self-discipline so I do not embarrass my instructor or myself while we are in the computer lab. I agree to follow all the rules below:*

1. DO NOT BRING FOOD OR DRINKS IN THE LAB (WATER IS OK). DO NOT LEAVE THE WATER BOTTLE IN THE LAB.
2. DO NOT LEAVE YOUR TRASH IN THE LAB. CHECK YOUR AREAS BEFORE LEAVING. STUDENTS THAT LEAVE TRASH IN THE LAB WILL LOSE THEIR CREDIT FOR THE LAB WORK.
3. DO NOT GO TO WEBSITES THAT ARE NOT RELATED TO THE ASSIGNMENT. THE INSTRUCTOR CAN MONITOR ALL THE COMPUTER ACTIVITIES SO STAY ON TASK.
4. DO NOT PRINT ANY HOMEWORK ASSIGNMENT FROM CIVIC/ECONOMICS CLASS. DO IT ON YOUR OWN TIME.
5. DO NOT DISTURB THE CLASS BY TALKING LOUDLY. RAISE YOUR HAND FOR ALL QUESTIONS, ANSWERS, OR COMMENTS.
6. DO NOT ABUSE, DEFACE, OR ALTER THE COMPUTER SETTINGS. IF THERE IS A PROBLEM WITH THE COMPUTER, DO NOT TRY TO FIX IT. LET THE INSTRUCTOR KNOW AND THE PROBLEM WILL BE RESOLVED BY THE LAB TECHNICIAN.

*I understand the consequences of not following the rules. It will result in disciplinary actions (i.e., suspension to OCD, lose computer lab privileges, and lose the credit for the lab assignment). I understand that the instructor will direct me to call my parent(s) or guardian if I am suspended from class. If I refuse to call my parents/guardian, it will be considered defiance and the infraction will result in 2 days of suspension from class.*

***Student’s Acknowledgment***                          

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 Print Student’s Name                                      Student’s signature