



### Expectation Contract

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Olympian High School is providing you with very expensive, brand new equipment, which we are hoping, will be kept in excellent condition for many years to come. These rules will help to ensure that this happens.

1. Using this OHS computer lab is a privilege, not a right.
2. Each student is responsible for his or her workstation for the duration of each class period. You are to check your station before and at the end of each class, and report any changes/damages to the teacher at once.
3. Students using the computers must work on the class assignments and stay on task during each period. Students are not allowed to work on other classwork during class unless permission is given.
4. Students must send each document they want printed to the teacher. No one is allowed to print on their own.
5. Horseplay, running, playing or any other inappropriate classroom behavior that jeopardizes the safety of students or the computers will not be tolerated.

Student Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_

#### Equipment:

- All equipment will be checked out to students.
- Return the equipment in the same working condition, as it was when it was checked out to you.
- DO NOT change any of the computer settings (control Panels, Screensavers, Backgrounds, Set-up, ETC).
- DO NOT deface any hardware, furniture, Whiteboards or other school/classroom equipment.
- DO NOT share passwords with anyone.
- DO NOT TAMPER WITH: Hardware, software, keyboards, mouse, wires, screen, or internet cable.
- DO NOT Switch keyboards or mouse with another station. If something does not work, let the teacher know.
- DO NOT bring any files from home to download to the computer without teacher permission.
- DO NOT touch the computer screen. This will leave fingerprints and can ultimately damage the screen.
- DO NOT use printer without permission.

Student Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_

#### Procedures:

- At the start of class, each student will sign in at the teachers desk, or will be marked absent for the day.
- Take out needed materials from your backpacks, and leave the backpack in the designated area. You are not allowed to bring your backpack to your computer station.
- Each student will clean the computer screen, desktop, keyboard and mouse of their station once per week.
- The last 2 minutes of class each day, each student will straighten the monitor, keyboard and mouse as well as push in the chair of the station before leaving.
- Log-out of computer at the end of each class.

Student Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_

#### Behavior:

- All school-wide rules apply
- No Gum, Food or Drink is allowed in the computer lab at anytime. Finish it outside of the classroom.
- Phone calls and texting are not allowed at anytime
- Do not speak with a loud voice, cause disruption to the class or interfere with any of classmates' ability to do their work.
- Remain seated at all times during the class, unless given permission
- Zero Tolerance rule for fowl Language in the classroom. 1<sup>st</sup> offense results in a lunch detention.

Student Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_



# MULTIMEDIA

OLYMPIAN HIGH SCHOOL

## Consequences for not complying with the computer lab rules.

Infraction	Examples	Consequences
Level 1	Gaming Software Piracy Modification of computer setting without consent Installing software without teacher consent Downloading files without teacher consent Personal communication including but not limited to: Unauthorized use of email Posting to weblogs, personal webspace or other communication forums	Computer use privileges revoked for 5 to 15 school days 2 Administrative detentions
Level 2	Chat room use Hacking (single computer systems) Tampering with a computer's security system Distribution of another's password Use of profanity, vulgarity or disrespectful language (includes messages to request the opening of blocked Internet sites)* 2 or more Level 1 violations	Computer use privileges revoked for at least 30 days Saturday School  *profane/vulgar messages may
Level 3	Threats Harassment Hacking (Internet/Network) Distribution and/or use of system password Modifying/Deleting Another Person's Data or Files  Any attempt to sabotage, destroy, deface, hack or infect a computer will result in the automatic loss of a student's computer privileges.  The Administration at anytime can restrict a students computer use and privilege, and holds the last word on any issue.	Computer privileges revoked for rest of semester or 9 weeks (whichever is greater) 2 or more days Suspension

Student Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_

### Expectations

Multi Media has time sensitive projects. **Attendance and arriving to class on time is essential to pass this class** and is essential for the success of all the members of any group that I might be a part of.

I understand the subject matter in my projects cannot include: violence, sex, drugs, alcohol, guns, gangs, vulgarity, racism or socially inappropriate material. **Failure to follow these criteria could cause me to fail the assignment and/or the class.**

The teacher will review all project proposals. I will focus on doing great work, and learning new skills. The goal is to create portfolio-quality assignments that can be used to demonstrate my skills to future employers or as a worthwhile addition to my potential college admission packet.

**Plagiarism:** is the act of presenting work – written, spoken or visual – that is not your own. This includes, but is not limited to, cheating on exams, not properly citing others' work, or using some- one else's writing. Plagiarism of any sort will not be tolerated and it may cause the **automatic failure of this project or course.**

Student Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_