**Ms. Milanovic, Room 305**

**Henry Clay Elementary School**

**Computer Lab Rules**

**2014-2015 School Year**

**1. NO food, drink, candy, or gum is allowed in the lab at any time!**

**2. All computer equipment is to be treated properly at ALL times--NO WRITING ON ANY OF THE COMPUTER EQUIPMENT, TABLES, CHAIRS, ETC. WILL BE TOLERATED! Please do not bring any pens, pencils, markers, etc. with you to computer class. You will begin typing immediately, and if you need a pencil or pen, I have plenty in the "student pen/pencil cup" that you can BORROW. Also…Screen Savers are NOT to be changed!**

**3. NO outside disks or CDs (music CD’S INCLUDED) are allowed! *NO* music is allowed to be downloaded or played during class!**

**4. Students must stay in their ASSIGNED seats at all times!**

**5. There will be NO PRINTING without PERMISSION! Students are NOT allowed near the printer at any time without verbal consent given by the teacher.**

***CONSEQUENCES***

**AFTER THE FIRST VIOLATION OF ANY OF THE RULES DURING CLASS, A VERBAL WARNING WILL BE GIVEN. AFTER A SECOND VIOLATION OF ANY OF THE RULES, A WRITTEN NOTICE WILL BE SENT HOME AND A DETENTION WILL BE ISSUED!**

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