Melbourne High Computer Lab

General Info for the use of MHS Computer Labs –Angove Room 925

MATERIALS NEEDED FOR CLASS:

1. **$5 Lab Fee** instituted from the district. I will start collecting it around Week 4.

2. **GMAIL** account/ web mail. Students should create a professional account with their name to use for school. The account will be used for storage, electronically submitted assignments, backing up of work and teacher/student communication. I will assist students in setting this up.

3. **STORAGE** We will use Microsoft OneDrive account provided by Brevard Schools to store all work files. The account backs up their files automatically and is accessible from home as well. Students also have access to Microsoft Office online at home once OneDrive is enabled. I highly encourage students to use this for all their classes.

4. **EARBUDS** Students will be viewing and studying video tutorials throughout the year and should bring in their own earbuds to use in class. The use of ear buds ensures that they are able to hear and concentrate on the material. Ear buds are **not** to be used for phones, mp3 players, etc… Large headphones are not recommended.

5. **GOOD WILL - *Optional*** – If you have *other* classes that you want to print for, please bring in one of the following: Printer paper or Clorox wipes. ***This is not mandatory for class,*** but it does help the class to function. Students may always use the library at 10 cents/copy.

GRADING:

Students MUST have a personal Edline account (not parent) to take online tests and to review grades. Grades will be updated frequently and be posted. Parents are strongly encouraged to obtain an Edline account through guidance.

Most grades are projects and are point based**.**
Please e-mail me if your student's grade is a "D" or lower.

GENERAL INFORMATION

1. If your student needs assistance, I am generally here before school to assist. If your student is having trouble *let me know* so we can correct the situation.
2. Make up work from absences in a reasonable time frame.
3. Use my website to check lesson plans and upcoming tests or projects www.angove411.com.
4. It is important to turn in all work, even if partially completed. Nothing lowers a grade more than a zero on work.
5. Bathroom passes – students will receive 5 passes per semester that, if unused, can be redeemed for extra credit. Restroom passes are not given the first 10 minutes of class, but students can go almost any time after that. *(A student will never be denied a restroom pass.)*

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CLASS EXPECTATIONS:

1. Respect every individual in the room as well as their property.
2. Be prepared and on time.
3. Minimize your absences – this is a **major reason for failures** in a performance based class. Remember 10 days = Failure due to absences.
4. Bring a positive attitude to class every day.
5. Listen to instructions the *first* time, pay attention and attempt all work.
6. All work submitted is the student's own best efforts. Plagiarizing/copying is not acceptable.
7. Cell phones should not cause a distraction to your or others learning.

CONSEQUENCES OF RULE INFRACTIONS:

1. Discussion/reminder of proper classroom etiquette.
2. Discussion/reminder of proper classroom etiquette with parental notification.
3. Positive detention before school with parental notification.
4. Referral and/or parent/teacher conference.
   *** Severe infractions could result in more serious consequences including suspension of computer privileges.*

COMPUTER SPECIFIC RULES:

- Keep your computer area clean and clean it up if it isn't.
- Unplugging or tampering with the computers is prohibited.
- Food is NOT permitted near computers, but you may have a drink, but be responsible!
- Do not download any games or programs onto the computers. Student are NOT permitted to play games on school computers.
- Streaming music and video not required for class is prohibited.
- Students are responsible to log in and out of their personal account each period. Do not use another student's account.
- Internet browsing will be for educational purposes ONLY.
- The use of internet proxies or any other means of tampering with the county's web filter could lead to the loss of all computer privileges on campus for the entire school year, as well as further administrative consequences.
- All other rules and policies provided in the Melbourne High School student handbook will be followed.

Please have your parent/guardian sign and return this page to the instructor.

Period: _____

_____   _____

Student Name **(Printed)**   Parent Signature

** Please return this entire copy – there is a copy of this on both Edline and Angove411.com.