Student Name _____ **Grade** _____

CenterPoint Christian Academy
Computer Lab Honor Code

All students need this form signed and on file in the computer lab before logging on.

The purpose of the computer lab is for students to complete Independent study courses, do research or participate in other educational curriculum as directed by the teacher. The computers belong to the school. It is impossible to list every imaginable rule or regulation the student must follow when using the computer lab. We expect students to use common sense when in the computer lab. The student is expected to respect the equipment and obey rules/procedures whether written, verbal, implied, etc. Discipline will result in failure to comply.

Minor infractions: Bringing certain items in the lab that are not allowed, not taking care of the equipment, etc. = detention.
Major infractions: Result in one or more of the following depending on the infraction: detention, In-school suspension, home suspension, or/and loss of privilege in the lab for a specified amount of time, etc. The discipline decision will be made in collaboration with the principal.

Computer lab rules, regulations and expectations consist of, but are not limited to the following:

- Keep hands, feet, etc. to yourself. Do not disturb others. Obey your teacher. Follow the rules posted in the lab.
- Leave your station in good condition; put chair back, clean up after yourself, <u>log off from the computer</u> before leaving. Take all of your supplies with you when you leave.
- Students have cleaning tasks: wash the keyboard, mouse, and work area. DO NOT wash the computer screen. Wipes are always available. This is for health safety, as well as keeping the computers and area cleaned.
- **Modification of the computer is prohibited and considered a major infraction**. The list is exhaustive. A few examples are, but not limited to, installing/downloading/uploading of any software, music, etc. modifying settings, adding or deleting programs and icons, etc. Transmitting or accessing anything without permission is prohibited and considered a major infraction.
- Students are not permitted to bring cell phones, food, beverages, water, etc. in the lab. Students should only bring the materials *required* by their teacher.
- Permission must be granted to use the internet for research.
- No instant messaging, visiting questionable sites or blogs, Facebook, Spotify, Youtube, Pandora, etc. These are considered major infractions.
- **Students may not share passwords or log on under another person's password**. This is a major infraction.
- Students must ask permission to print if they are printing more than two pages.
- CCA students taking computer lab class are on the honor system, meaning the student does his/her own work.
- If a student is caught cheating, he/she will earn 0% on that course work and receive discipline according to the student handbook. Repeated cheating could result in lost of computer lab privileges for the school year or failing the course.

I will abide by the written, verbal, and implied rules for the computer lab. I will accept the discipline issued to me if I violate any written, verbal, or implied rule.

_____   _____   _____
Student Signature   5ᵗʰ – 12ᵗʰ graders   **Grade**   **Date**
Or print name for K-4ᵗʰ graders

_____
Parent Signature – all grades   K-12
Parent signature grants permission for the student to use the lab and indicates the parent(s) have talked to the student regarding the consequences that could result if the student does not honor the information on this paper.