

Mulholland MS - Student Behavior Contract for the Computer Lab – Ms. Martinez

I am very pleased that you have chosen to take the computer class or have a class in the computer lab. I believe that all of my students are in class to learn and prepare themselves for the future. I will do my very best to provide you with a positive learning environment. I expect you to behave so that teaching and learning will take place. I hope you find this course to be both interesting and useful. As a member of this class, you must accept responsibilities and abide by the expectations and rules. These have been outlined below. Please read them carefully **before** you sign this contract. You are always to abide by the Mulholland MS & LAUSD Student Codes of Conduct, Dress Codes, and the Acceptable Use Policy. Your signature indicates that you understand and accept both the responsibilities and penalties outlined below.

- I am to come to class prepared (with all necessary materials), & on time, meaning I will be in my seat ready to work when the tardy bell rings. I will enter & exit the classroom in an orderly manner. 3 or more unexcused tardies will be an automatic U in work habits.
- I will be in proper Mulholland MS uniform, and not wear any sort of hat or hood in the classroom as per LAUSD guidelines.
- I understand that I am not allowed to bring or eat any food, candy, gum or drink into the classroom/lab. I will not leave any trash in the room, including on the floors, chairs, tables, etc. Breakfast in the Classroom food will be consumed outside, and not be around the computer stations.
- I understand that I am to listen and follow the teacher's instructions. I will not interrupt or talk unless I have been recognized by the teacher.
- I understand that I will not disrupt, nor cause disruption in any manner in the computer classroom, including shouting out, throwing items in the classroom, having toys out, etc.
- I understand that my personal work should be saved on my personal flash drive. **I am not to connect any other devices to the computer.**
- I understand that I am not allowed to move, change or delete any system files. I am not allowed to download any files/programs unless specifically instructed to do so.
- I understand that the computer settings, including passwords, screen savers, wallpapers/backgrounds, sounds, or any other established settings may not be changed. This is not my personal workstation. Other students share this machine.
- I understand that it is unacceptable to touch another student's computer station, including the mouse, mouse pad, keyboard, computer, and cables. Other student's flash drives and work are completely off limits. Other student's personal property is also off limits.
- I will not take, destroy, vandalize, deface, or write on equipment, materials, or tables belonging to the school or teacher. I will treat the equipment & supplies with respect. The teacher's office is off limits.
- I understand that no obscene or suggestive language will be used in any work. All work should be classroom appropriate, including the graphics. This also includes my verbal language during class time.
- I will do my assignments to the best of my ability, be helpful and respectful to the teacher and other students while in class. I will use my time wisely, be positive, and produce quality work.
- I will leave the classroom in a clean and orderly manner including making sure my station is in order with the mouse on the mouse pad, my computer logged out, or shut down if you are the final period of the day, and pushing in my chair.
- I will do my own work and not copy from a fellow student unless there is a teacher assigned interactive activity. I will not copy or plagiarize from any other source. I understand that copying is considered cheating and my assignment will not be graded.
- I understand that I am NOT to be on an online game or email without prior authorization.
- I understand that **IF** I am allowed to use an MP3 player, it will be only with teacher permission, and that I will only have one ear bud in at one time, the over the ear larger headphones are not allowed, and there is no texting, phone calls, picture taking,

game playing, etc. during class time or my device will be taken away & I will completely lose the privilege of listening to music in class.

- 1st offense: Device confiscated & returned to student at the end of the period. (Possible Classroom Conduct Grade Deduction)
 - 2nd offense: Device confiscated & returned to student at the end of the school day. (Classroom Conduct Grade Deduction)
 - 3rd offense: Device confiscated & returned to parent at the end of the school day for parent to pick up from me following conference with student and parent. (Classroom Conduct Grade Deduction)
 - 4th offense and up: Office Referral for student & device turned in to dean for parent to pick up following conference with dean. (Classroom Conduct Grade Deduction)
- I will only sit at the station I am assigned to, unless otherwise instructed by my teacher. This includes no leaving my seat until the teacher dismisses me. I am dismissed by my teacher, not by the bell.
 - **I understand that if I break this contract, I will be removed from the computer station and I will be assigned a detention at the teacher's discretion. This will also cause a Fail on the current assignment.**

Penalties: 3 Strikes

1st offense: Verbal Warning

2nd offense: Detention plus parental contact (Possible Classroom Conduct Grade Deduction)

3rd offense: Office Referral (Classroom Conduct Grade Deduction)

Policy for Leaving the Classroom

Do not ask to leave the room during the first 10 or last 10 minutes of class. At the beginning of class, 10 minutes is used to check roll and make announcements. In addition, do not ask to leave the room while I am giving instructions or going over assignments with the class. There are also no passes allowed during the last 10 minutes of class per LAUSD policy. All restroom passes must be used during individual in-class work time. You will only have three passes per semester, so make sure you use them wisely. If you are held for detention due to behavioral issues, you will automatically lose a pass for each detention you are held for. They are not a guarantee, if you come in to class tardy, you will not be allowed out on a pass. If your behavior is an issue, you will not be allowed out on a pass. If you need to use the restroom please do it between class periods, during nutrition or at lunch. I will let you leave in an emergency situation only.

Restroom Policy: 3 free restroom passes per 20 week semester, per the discretion of the teacher.

4th offense: Detention plus parental contact. (Possible Classroom Conduct Grade Deduction)

5th offense: Office Referral (Classroom Conduct Grade Deduction)

I have read the above contract and accept my responsibilities, the rules, and penalties.

Parents, please feel free to contact me if you have any questions about your student's grades or behavior. I am willing to work with you. You may call the computer lab phone at (818) 609-2547 or contact me by email: gmarti1@lausd.net. Please use my website at www.GaleneGia.net for class information and materials. All attendance, report card grades and my class assignments & grades are available to view using the LAUSD ISIS Family module at <http://family.lausd.net>.

I have read the above and accept my responsibilities, the rules, and the penalties.

Student Name Student Signature Class Period Date

I have read the above and will encourage my student to accept the responsibilities and abide by the rules to avoid the penalties.

Parent/Guardian Signature Mailing Address

Daytime Phone Home Phone E-mail Address