Technology Education Class Procedures

Before class
1) Be on time!
2) Walk into the classroom quietly.
3) Enter class in a single line, carefully placing your books under the tables. (Watch for wires!)
4) Log on to the network. Make sure that the user name, password and domain, (hwmountz), are correct before clicking OK or pressing enter.
5) Give me your attention!

During class
1) Give the instructor your full attention. If the instructions are unclear, you will have difficulty succeeding in the assignment.
2) When working in small groups, keep the volume of your conversations to a minimum. Each person has certain strengths. One person may be good at doing an Internet search, another at graphic design, and another at word processing. Work together as a group to make sure that everyone is contributing to the best of their ability and remain focused on the positive things.
3) Treat the hardware with respect. It isn’t really the computer’s fault if something does not work properly. Computers are tools, and it is your job to use them as a tool to complete tasks.
4) As with any tool, you must use it carefully and know its abilities and limitations.
5) Do not print anything or download anything without permission.
6) Permission must be given to leave the computer lab for any reason. Once permission is granted the sign in/out sheet must be completed as well as the utilization of a hall pass.
7) Always remember to follow the rules of the computer class; which are clearly stated in the room.

At the end of class
1) Log off of the computer.
2) Leave your workstation in good order.
3) Do not leave the classroom until you have been dismissed, even if the bell has rung.
4) Be proud of the work that you have accomplished in class.