



## Writing Lab and Network Expectations Contract

*In order to use the labs and the Network, students must agree to meet the following expectations:*

### WITH A CLASS

- Log ON, then turn monitors OFF.
- Put books on the floor UNDER your work station.
- Keep feet on the floor—NOT on the shelf.
- Stay focused; work to the bell.
- Log off, tidy your station, and push in your chair.

### DURING TEAM TIME OR FROM A CLASS

- Arrive with a pass from your teacher and a specific task to accomplish.
- If there is room, sign in on the iPad.
- Place your pass in the basket.
- Work quietly and stay focused on your assigned task.
- Keep feet on the floor—NOT on the shelf.
- Before leaving, log off, tidy your station, and push in your chair.
- If leaving before the end of the period, ask me to sign your pass.

### ALWAYS

- Treat all students and adults with respect.
- Use the computer only for assigned tasks—NOT games, etc.
- Be responsible for the computer you are using.
- Work QUIETLY and stay focused on YOUR work.
- Use the proper heading for your paper and save your work.
- Save regularly to the appropriate folder in your own drive, never on the hard drive!
- Keep your cell phone turned OFF and out of sight.
- Keep food, drink and slime OUT of the labs.



*Failure to meet the above expectations may result in loss of Network and/or lab privileges. Please sign below to indicate that you agree to honor the above contract.*