

Code of Conduct for Computer Technology

1. All students must be **dressed appropriately** for school, as outlined by the Southwark Elementary School Dress Code.
2. Absolutely NO food, candy, gum, or drinks will be allowed in the Computer Lab.
3. Students may get a drink of water from the water fountain or go to the bathroom before entering the Computer Lab. No student will be allowed to leave the Lab during class except for emergencies.
4. Students are expected to ENTER AND EXIT the Computer Lab in two STRAIGHT and ORDERLY lines.
5. Students will sit at their assigned computer when instructed to do so. Students not at their assigned computers during class will not receive a passing grade for that period, regardless of work turned in.
6. Students are expected to do ALL activities assigned. No late work will be accepted unless the student discusses the matter with the Computer Instructor. Late work will receive a lower grade if accepted at all.
7. NO other electronic devices (ie, **cellphones, iPods, handheld games**) are to be present in the Lab. If these are observed in use, they will be taken away until the end of the day – repeatedly having these in use during class will result in them being taken and will ONLY be returned TO THE PARENT of the student.
8. Students are **not to print anything** unless instructed or otherwise given permission to do so.
9. At the end of the period, students are expected to LOG OFF from their machines when instructed. They are to then place all completed materials into their class folder and stand in two straight and orderly lines before their classroom teacher escorts them from the Computer Lab.

Student Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Translated versions of this document are available at: www.philasd.org/translation