



# Computer Lab Rules & Consequences

Follow Directions  
Love God & Others  
Integrity Always  
Personal Responsibility



## RULES

1. **Enter quietly**, stand by the wall, and wait until you are told to sit down.
2. **WALK** inside the classroom; running can cause accidents.
3. **Listen** carefully & watch your screen, while the teacher shows you what to do.
4. **Raise your hand** if you have a question, and wait to be called. **Interrupting** is not polite.
5. **Stay in your seat**, unless you need a tissue or have an emergency.
6. In case of **EMERGENCY**, **call on the teacher** right away.
7. **Focus & stay on task**. Talking to others will waste your time and theirs.
8. During **keyboarding drills** (2<sup>nd</sup> – 5<sup>th</sup>), there will be **complete** silence and **no** interruptions.
9. Leave your **work-station** neat.  
Chair pushed in, headphones, keyboard & mouse in proper position.



## CONSEQUENCES

**Students have three (3) plastic cups at their station. One is clear, one blue, and one red.**

As long as the student stays on their clear cup, they are “in the clear.”

After **two** verbal warnings for breaking the rules, the clear cup is **changed to blue**, which will make us all a little “**blue**.”

After **two** more warnings, the blue cup is changed to **RED**. A red cup means **parents will be contacted**. This contact may be through an **incident report**. Other consequences (such as detention) *maybe assigned*.

**If misbehavior continues**, or if the infraction is of a serious nature, the student will be asked to leave their work station and will be unable to complete their work, and/or will be sent to the office to see the Principal.

**Let's  
Dive  
Into  
Volumes of  
Education  
By Following The Rules!**

