

## Classroom Management Plan: Amy Gunn

### **Business Management and Administration Program: Computer Lab Rules**

- Students will arrive to class on time each day, prepared to learn, bringing with them all necessary materials required for class.
- NO open drinks, food, candy, or gum allowed at the student workstations at any time. Drinks in sealable containers are allowed, but please use caution! Any food must be eaten outside of the classroom.
- Obscene, profane or vulgar language, hitting someone, mocking someone, destroying or tampering with someone else's property, cheating, and bad manners WILL NOT BE TOLERATED AT ANY TIME.
- Students may not play any type of computer games, or use any type of personal email, chat room, instant messaging or message board during class without permission from the teacher.  
Electronic devices, including cell phones, smart watches, pagers, iPods, mp3 players, games, etc., shall only be used for instructional purposes as outlined by the teacher.
- Students may not alter, remove, or mistreat any of the technology equipment in the classroom. This includes plugging in USB devices, loading media, uploading or downloading of any files, overriding security settings, overriding LanSchool, or other types of hacking.
- Students will not interfere with other student's workstations. Examples include but are not limited to: closing open applications, pulling or unplugging wires, and powering down monitors and computers.

#### **Possible Positive Rewards**

- Snack or Break Time
- Homework Passes
- Free Computer Time
- Music
- Recognition

#### **Possible Negative Consequences**

- Loss of Lab Privileges
- Detention
- Student/Teacher Conference
- Parent Notification
- Immediate Office Referral

### **Business Management and Administration Program: Computer Lab Procedures**

#### ***Entering the classroom:***

- Students will enter the classroom, sit in their assigned seat, place all belongings underneath their workstations and out of the aisles. Backpacks need to remain in student lockers. Only class-related items should be on top of the workstation.
- Students will login their account and check PowerSchool, Schoology, and/or the teacher website for daily assignments.

#### ***During Class:***

- Students will only print with permission to the designated printer.
- Students will only access sites that relate to the current assignment.
- Students will remain seated at all times unless given permission to be out of their seat.

#### ***End of Class:***

- Students will properly restart or shutdown their computers prior to leaving the classroom/lab.
- Students will return classroom/lab materials to designated areas.
- Students will push chairs in prior to leaving.
- Students will pick up trash around workstations and throw it away on the way out the door.
- Students will wait to be dismissed by the teacher.

### **Missed Assignment Procedure**

Students are responsible for completing all missed assignments. Check PowerSchool, Schoology, and/or the teacher website for missed content and turn in missing work within three (3) school days. Until these procedures are followed, a zero will be posted in the gradebook. Adjustments may be made to this policy at the teacher's discretion.