

Lab Rules and Procedures

Natomas Charter School

Mrs. Music

1. All school rules are enforced.
2. No video filmed for this class or with school equipment may be electronically posted by students to any website. Students who post video of themselves and/or other students filmed at school or with school equipment will receive immediate administrative referral.
3. Students will access class data and submit assignments in class using school network folders.
4. The teacher's desk area is off limits to students.
5. Computer settings MUST NOT be changed in any way.
6. The consumption of food, gum, or drink (other than water) in class is prohibited in the computer lab.
7. Class is not dismissed until everyone is sitting in their assigned seat, all equipment is accounted for and every work area is clean.
8. You are expected to work throughout every period. There is no free time in this class. If you complete your assignment early, you must ask your teacher for the next assignment.
9. Students should talk quietly in order to maintain a low volume level in the lab.
10. No late work accepted in class. Assignments must be turned in to Study Lab with a 50% point reduction.
11. Student work must NOT be offensive, inappropriate or depict the breaking of school rules. When in doubt, please ask your teacher BEFORE you begin work.
12. Treat all computers, cameras and video equipment with care and respect. You must tell your teacher immediately if there is a problem with a computer or any video equipment.

13. Lab computers may only be used for class-related work. You may NEVER use a lab computer to play games or access the Internet for reasons not related to your work.
14. Students must ask for permission any time they want to access the Internet.
15. Students may NOT leave the room without permission from the teacher, signing out in the exit log and wearing their PRESS PASS on their collar. Students may only be outside the classroom if they have received permission and signed out properly. Students who leave the classroom without following these procedures properly will receive a detention.
16. While outside of the classroom, students may not interact with other video groups or students from other classes without permission from Mrs. Music. Students must return to the classroom immediately after finishing their video assignments - no wandering around campus. Student behavior must be professional and non-disruptive while outside the classroom. Students who fail to meet these expectations will immediately lose their press pass privileges.
17. All groups are expected to return to class and sign in by the time designated by the teacher. Students who are late for any reason will lose their press pass.
18. If you need additional time to complete your work, you must request an appointment to work either during lunch or after school in the lab in order to finish the work on time.
19. Students are encouraged but not required to burn copies of their work to a DVD at the end of the trimester. Blank DVDs are available for purchase at local stores (Target, WalMart, BestBuy, Fry's Electronics).
20. Use your creativity and have fun!