

Business Education

Classroom & Safety Rules

J. Graham
Oak Mtn. Middle School

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Classroom & Safety Rules

Be on time for class and immediately sit in your assigned seat upon entering the classroom.

Be in your assigned seat unless given permission to leave it.

**Keep your chair at your workstation.
(Do NOT spin in your chair or roll about the room.)**

Sit in chairs correctly. Avoid sitting on the edge of the rolling chair.

Do not stand on the bottom of the chairs.

Be still. This is a wiggle-free zone.

Keep hands off the cords on backs of computers and other equipment.

Never touch electrical equipment with wet hands.

Listen the first time and leave your computer alone when I am speaking unless I tell you otherwise.

Keep belongings under or on the table. (no book bags allowed)

Make sure your clothing does not get wrapped around the wheels of the chair.

No eating or drinking or gum.

First Aid Kit is located in front cabinet by the door.

Sneeze into your elbow instead of your hands.

**Use correct hand position and posture to avoid keyboarding injuries.
(Neck, back, wrist)**

Do not shine the laser mouse in eyes.

Protect your hearing by using a lower volume on your headphones.

Take care of and be gentle with the equipment.

Avoid touching the monitor screens.

Do not raise, lower, or rotate the monitor screens without talking with Mrs. Graham first.

Mouse pads are not to be squished, squeezed, poked, or pulled apart.

Personally owned technology is not allowed in this class without express permission. (Ear buds are allowed.)

Photographing or recording anyone including the teacher without permission is not allowed.

Thumb drives (USB drives) may only be used with permission. Ask before using.

Obey rules in Code of Conduct.

Treat everyone with respect.

If you get it out, put it back neatly.

Leave your workstation neat and clean.

Push in your chair when you leave.

Wait for the teacher to dismiss you.

To summarize you may NOT . . .

- 1. Save to any drive other than your H drive (your personal space on the network), USB drive, or Google drive. (Never the “C” drive, “My Documents”, or you “Library” folders)**
- 2. Change the appearance of the computer and/or monitor (like the background, screen savers, themes, colors, resolution on monitor, or adjust/press other buttons on monitor besides the power & volume.)**
- 3. Remove or alter stickers, labels, notes, or numbers on equipment.**
- 4. Remove, disconnect, or uninstall software, wires or parts from equipment. (Or install software, wires, or equipment)**
- 5. Explore drives and folders other than your H drive, Google Drive, or your USB drive. (Never the C drive, program folders, network drives, or control panel)**
- 6. Delete files, programs, icons, etc. (Or create shortcuts or icons)**

- 7. Enter personal information about yourself or anyone else**
- 8. Chat, email, or instant message, tweet, snap chat, post, etc.**
(unless given permission by a teacher)
- 9. Login into personal accounts over the Internet**
- 10. Download programs, including toolbars, without permission**
- 11. Use the Internet and technology for non-educational purposes.**

Remember . . .

One should always . . .

Treat others as you would want to be treated yourself whether in person or when using an electronic device or the Internet.

Refrain from posting or sending anything electronically about anyone without their permission.

Consider how you would feel if what you are about to post or send was about you and not someone else.

Assume the stranger you meet online is an axe murderer!