

# Business Education

## Classroom & Safety Rules

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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!**