

CLASSROOM POLICIES



\$5

- There will be a \$5 materials/activities fee for all senior level broad based Communications Technology courses. This money helps to ensure that you continue learning using industry standard software and hardware. The money helps to pay for equipment repairs and to ensure that all audio, video and printing equipment are running smoothly. This \$5 should be paid by the end of the first week of the semester.

- No mobile phones smart-phones, dumb-phones, wannabe phones, back packs, or large coats in the classroom.
- No headphones or personal media players are allowed **during a formal lesson, while I'm giving instructions or during a test and exam.** If it's on right now, it shouldn't be.
- I will not speak to you or answer questions if you are wearing one or two earbuds/headphones

- Refrain from eating or drinking in the classroom. (Food and liquids could damage our equipment) Water may be permitted but keep it away from the computers and cameras.
- If you absolutely must eat, eat over the garbage can at the can near the entrance to the class.
- All bottles should be recycled but please **make sure they are empty.**

- If you have to leave the class please let me know where you are going and why. Abusing this privilege will result in the loss of the privilege. Frequency and duration may be tracked.
- Anyone caught abusing the computers or equipment in any way will not be allowed to use them but you will still be required to finish any assignments.
Good luck with that!

- Some deadlines are negotiable. Please talk to me before the due-date if you will not be able to meet them.
- **A 5% per day late penalty will apply to all late, major projects.**
- Notebooks or binders are required to be brought in **EVERYDAY**. Notebooks will be checked periodically and without warning. No notebook, no mark.
- On each handout please date and put your name on it. You never know, you might get “Booked” or “Boxed” one day!

- Homework must be completed for the day specified. Homework may be collected and marked at my discretion.
- Please keep all projects in this class for the whole semester; you will need them at a later date.

- Please put all equipment away that you use (or see lying around) by the end of class. If you do not know where things go, I will tell you.
- All cords/headphones should be put away.
- Please make sure all camcorders are charging when you are done with them. If you don't know how to do that don't use the equipment.
- **If you take my keys, please give them back as soon as you are done with them.**
- Chairs up at the end of the day, please.

- We share user logins with another class. Be considerate or get off.
- Desktop pictures should be a neutral grey colour and not distracting.
- Save ALL your files to a folder called “Nathan Beyerle” (insert your name) that should be in your home folder or document folder **not on the Desktop.**
- Log out of your user account.

- Lining up at the door waiting for the bell to ring is an inefficient use of your time. Please remain in your chair until the bell rings. If you enjoy wasting your time, I can arrange a waste of time session at 3:00.
- A Professionalism/Daily mark will be assigned to each student and be worth 5% of your total mark. Professionalism refers to your attitude, your work habits and your daily interactivity, that will one day benefit you in the working world.



BE EXCELLENT TO
EACH OTHER

SAFETY GUIDELINES

- In case of fire or emergency, exit out the side door of the Communications Technology room all the way to the edge of the school's property. (Stay as a class and report to the teacher for attendance and instructions once you have evacuated.)
- Please make me aware of any problems in room including equipment problems, missing equipment, unsuitable working conditions or people abusing any equipment.

- Zero tolerance for aggressive contact or abusive language.
- Do not unhook or move the computer without my permission.
- Reduce, reuse, recycle.
- “Co-operation wins over conflict”



**“I pity the fools who don’t follow
Beyerle’s rules!!”**

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