Classroom Computer Policy and Printer Procedures
Multimedia and Webpage Design (MaWD)

Supplies Needed
- 1 1/2" ring notebook - All notes, handouts, tests, etc., will be kept in the student notebook.
- Divider tabs for notebook
- Flash drive recommended for backup of assignment files

Computer/Internet Policies
The computers in the classroom are to be used for the assignments/activities relevant to the Computer Applications curriculum. **Using the computers for any other activities will only be allowed with teacher approval.** The Internet is a privilege, which can be revoked at any time. Please do not waste the school's resources by talking in chat rooms, playing Internet games, listening to streaming music, sending text messages, downloading images, etc.

Printer
Label all printed assignments in head as follows:
Minus 5 Pts if not correct.

Student Name
Class Period
Assignment Name
Date

The printer in the business lab is to be used **ONLY** for assignments in computer classes. Please **DO NOT** ask to print assignments for other classes. Allocations for paper are for computer classes only. ALL other assignments are to be printed in the Media Center.

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Understand that abusing the Internet may result in Internet privileges being revoked.