



# Computer Service and Support

Department of Defense Education Activity

## **RULES OF CONDUCT**

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***Rules of Conduct are an integral part of the classroom management plan. These rules help provide for a safe and organized learning environment conducive to learning. Ultimately, the student is responsible for understanding each of the rules listed below. Failure to abide by these rules will result in disciplinary action.***

### **GENERAL PRACTICES**

1. Horseplay and rowdy behavior is dangerous. It will not be tolerated.
2. Be on time for class. You must be completely inside the classroom when the bell starts to ring otherwise you are tardy. All tardies will be recorded. If you are going to be late you must have a pass with you before you show for class. I will not release you from class to get a pass. If you are more than 10 minutes late for class and don't have a pass you are considered absent and must get an readmission slip from the Student Affairs Office before I let you back into class.
3. Regular attendance is necessary to be successful in this class. I will not tolerate truancy. I will investigate suspected truancy and report it to your sponsor and then to school administration for disciplinary action.
4. You must be on-task within two minutes after the tardy bell rings and remain on-task until five minutes before the end of the period. I do not give passes out of my class unless it's an emergency.
5. Lectures and demonstrations provide valuable information you need to complete assigned tasks. Pay close attention and take notes. Day dreaming or sleeping during these sessions is disrespectful to the presenter and will not be tolerated.
6. Come to class prepared to work. Bring your notebook to class everyday. You should also bring any additional materials you might need to complete assigned tasks. You will not be permitted to leave the classroom to retrieve these items once class has started.
7. Complete all assignments in a timely manner. Do not idle because there is no "free time" in this class. There is always work to do.
8. Seminar period is for academic pursuit only. Seminar period is more than a study hall. Seminar is a class to help students become better learners. Students must work towards those goals at all times during the seminar period.
9. Respect the property of others. Student projects, experiments, materials, and personal belongings are to be treated with care regardless of where they are found in the classroom. Incidence of theft, sabotage, damage, or destruction of these items will be investigated and those responsible will be held accountable.
10. Dress appropriately. No head cover is permitted in this classroom. Clothing or jewelry that contain messages or logos using profanity or promoting drug use are not permitted. For safety reasons, avoid wearing loose "hanging" clothing. Aprons are available to protect your clothing and skin while working on your projects.
11. Treat substitute teachers and student leaders with respect. These people have the duty and responsibility to act on my behalf and to help you. They also have the authority to enforce classroom discipline.
12. Music is provided at the discretion of the instructor. You may listen to only the classroom radio while class is in session.

13. Jackets and bags will be stored in the lecture area of the classroom during class. Don't bring them to your workstation.
14. Chewing gum, eating or drinking is not permitted in this classroom. The only exception is during lunch, but be sure to clean up after yourself before you leave.
15. Personal lockers are to contain electronics or drafting materials only.
16. Cleanup starts shortly before the end of each class. You must do the following:
  - Power-down and disassemble all experiments.
  - Logout from your computer, turn its power off, and organize the computer workstation.
  - Return tools, test equipment, texts, materials, and parts to their proper storage places.
  - All waste goes in the trashcan or recycling bins.
  - Clean off your work area.
  - Assist in other clean up duties as assigned.
17. The tools, equipment, furnishings, reference materials, and parts in this facility are the property of DoDDS. If you pilfer, damage or deface this property, or those of a fellow student, you will fix it or pay for it.
18. Electronic mail and Internet use are a privilege. Restrict the time you spend messaging to 10 minutes at the beginning of each period. Using any profanity, vulgarity, or threatening remarks in your messages will result in disciplinary action. Practice effective writing skills at all times.
19. Internet Chat Room, Radio, Tele-video, and Tele-audio sessions are not authorized. Downloading files without teacher authorization from the internet is also not authorized.
20. Software piracy, password theft, virus espionage, and computer fraud are crimes. Violators will be prosecuted.
21. Computer games will not be played during class. Offenders will have their access revoked and the lost time will be made up during detention.

## **LABORATORY PRACTICES**

1. SAFETY FIRST! -- ELECTRICITY CAN KILL YOU! Keep your mind on your work.
2. Never assume that an electrical circuit is "dead". Always check to be certain.
3. Remove all rings, watches and jewelry before applying power to any electrical work.
4. Inform a supervisor before powering up an unfamiliar experiment or using power tools.
5. PROTECT YOUR EYES! Always use eye protection when soldering, using power or hand tools, or pouring chemicals.
6. Soldering irons can cause serious burns, use them with extreme caution.
7. Use the right tool for the job. The wrong tool can cause personal injury or damage the tool and your work.
8. Damaged tools cause mishaps. Return them to a supervisor... DON'T USE THEM!
9. Inventory your experimenter or trainer before starting your work. Report any missing or defective parts to a supervisor.