Room Management Plan for Room 188 Wayne T. McCarthy

Web II & Management / Graphic Communications / Graphic Design
Intro to Graphic Communications

Students are expected to conduct themselves in a mature manner at all times.

Throwing, tossing, or kicking of any items is not allowed.

Downloads are conducted only with the prior approval of the teacher.

The computers are to be left in the same condition they are found. Monitors will be shut down.

You will be assigned a computer at the beginning of the year and will work at that computer unless instructed otherwise by the teacher.

You have five minutes from the time you begin working on a computer to report any unusual or faulty circumstances. If you do not report the problem within the first five minutes, you own the problem, and will be responsible for correcting and documenting it.

There will be no food or drink allowed near the computers.

Family filters will be in place at all times, and at no time will visits to inappropriate sites or games be allowed.

The loading of any software will be done with teacher permission only.

Borrowed books or software will be signed out, and returned and signed in.

Homework more than two days late will be counted as a zero.

Students will keep binders up to date at all times, and have them ready for inspection at a moment's notice.

If you have a problem, and the instructor is unable to attend to it immediately, you are to ask another student for assistance. Teamwork is important.

Hacking, tampering with the network, or breach of these rules is punishable by removal of network privileges.

Extra help will be arranged at a mutually convenient time. Please make an appointment as soon as possible.

E-mail correspondence is encouraged. Please be patient, as reply may not be immediate.