MEDFIELD HIGH SHOOL LANGUAGE LABORATORY

RULES AND EXPECTATIONS FOR BEHAVIOR

As a MHS world language student, you will be using our state of the art language laboratory on a regular basis. This year we have invested in brand new technology that will provide you with a state of the art experience in language learning. In order to maintain the lab in optimum working condition, students are expected to comply with the Behavioral Expectations and Discipline Code as described in the MHS Student/Parent Handbook. In addition, we have established the following rules and expectations for behavior for all students who use the language lab. **Failure to comply with these rules will result in loss of language lab privileges and therefore a loss in credit for work missed in the lab.**

1. Compliance with the Medfield Public School's Computer and Internet Use Policies (p. 30-31 of handbook).

2. Students may not bring food, gum, candy, or drinks, including water, into the lab. Students must leave food or drinks in their backpacks in their classrooms or at the table on the back of the lab.

3. Students may not bring any items to their workstations except those required for the lesson. Backpacks, purses, and other materials should be left in the classroom or in the back of the lab. Students will only write with **pencil** in the lab.

4. At the beginning of each lab session, all students will participate in an "all systems go" check of their workstations and will:

    a. Inspect headphones for breakage.
    b. Inspect workstation surfaces for debris or writing.
    c. Inspect monitor and the entire station for evidence of any damage or malfunction.

IT IS THE RESPONSIBILITY OF ALL STUDENTS TO IMMEDIATELY REPORT TO THEIR TEACHERS ANY PROBLEMS OR DAMAGE THEY FIND OR SUSPECT IN THEIR WORKSTATIONS! DO NOT WAIT UNTIL THE END OF A CLASS PERIOD TO REPORT PROBLEMS!

IN ORDER TO HELP US INSURE THAT NO VANDALISM OCCURS, EACH BOOTH WILL BE INSPECTED BETWEEN CLASSES.

5. All students in all classes will have assigned seats. Students will only sit at their assigned workstations. If students are unsure of their seat assignments, they should ask their teacher.

6. When students login at their workstations, they must login using their real name and login. At the end of the lab session, all students will follow their teacher's directions and replace their headphones on the carrel.

7. Any student found vandalizing equipment in the lab will be held financially responsible for the repair of the damage and may have his or her language lab privileges revoked for a specific amount of time as determined by the teacher, Mrs. Toubman and other possibly another administrator.

8. Students are expected to follow their teacher's directions and only their teacher's directions. They must work at the assigned task. Students may not work on any other computer applications without the specific permission of their teacher. Internet is used for educational purposes only. Web-based mail, games, and chat are not permitted.

I, _____(print name), understand the Rules and Expectations for Behavior for the MHS language laboratory and agree to comply. I understand that failure to comply with these rules and expectations will result in loss of privileges in the language lab and will negatively affect my classroom grade.

_____/_____ _____/_____

Student's signature date Parent or Guardian's signature date