Technology Use Agreements
acceptable use policy & lab expectations

Welcome!

Room A104 is Pflugerville Middle School's premiere hub for all things digital. The course covers much of the software concepts and hardware basics needed in the ever expanding tech that spans multiple careers and needs, including professional responsibilities. Before we can really crack our knuckles, there's a few things you should know. Please review the PfISD Acceptable Use Policy (found at pfisd.net under the Student Document Library) as well as the Lab Expectations found below. A space for both the student and parent/guardian's signature is provided. This form should be remitted by **Friday, August 24th**.

PLEASE SIGN BELOW ONLY AFTER READING BOTH THE AUP AND LAB EXPECTATIONS

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Student Signature   **Student Printed Name**   **Date**

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Parent/Guardian Signature   **Parent/Guardian Printed Name**   **Date**

A104 LAB EXPECTATIONS (at a glance)

Seating is assigned in A104 due to log-in procedures. This reduces the time for the system to load up a student's profile. Sitting at the same computer will also facilitate the instructor's interactions throughout the course. Come in peacefully, walking along the outside aisle closest to your workstation. Begin the warm-up task(s) presented on the screen.

Help maintain a clean work environment: have clean hands, and please *no food, drink, or gum*.

If the computer was not logged out from a previous class period, log out for that student. *Work only under your own login credentials.*

No throwing of any items in the lab. This includes: pencils, paper, agendas, body parts, etc.

Keep all four feet of the chair in contact with the floor. Please leave space for others to pass through the area behind you. Tuck your chair under the table whenever you leave your seat. Minimize chances of bumping or tripping into the equipment.

Help others with *your* mouth, not *their* mouse. *Keep to your workstation.*

Please leave all electronic/mobile devices in your backpack unless specifically cleared for their use.

Leave the workstation as you found it. If there is a problem with your workstation upon arrival, notify the instructor and allow them to assess the issue.

There will be several opportunities to explore and discover the software and content you'll learn, either through hands on practice or research. Be patient for those moments rather than risk off-task behavior.

All A104 courses require a high standard of work ethic and responsibility by the nature of the equipment used and projects assigned. An averaged daily practice grade reflects this professional behavior.