

Niles Township High Schools' Language Lab Contract

Niles Township High Schools has made a major financial investment in language laboratory equipment to provide educational opportunities for its students. In order to guarantee proper care of the equipment, all students and parents must sign this policy statement to indicate that they are aware of the rules and understand the consequences should those rules be violated.

- 1) **No food, beverages, gum or candy is allowed in the lab.**
- 2) **Sit in your assigned seat.**
- 3) **Wear headsets only if activity warrants it.**
- 4) **Treat headsets with care; do not unplug headset unless specifically instructed to do so by the instructor.**
- 5) **Leave backpacks and books in the designated area. (On the floor in the front of the room.)**
- 6) **Use only pencils in the lab.**
- 7) **Notify a staff member if any equipment or furniture needs adjustment or repair. (You do not want to be held responsible for something someone else has done.)**
- 8) **Do not play commercial CDs or any unauthorized programs.**
- 9) **Do not change computer settings without permission from a staff member.**
- 10) **Do not open any programs unless specifically instructed to do so.**
- 11) **Do not surf the web or use email without permission from a staff member.**
- 12) **Leave booths in ready condition for the next occupant.**

- Students and their parents will be held liable for damage they have caused to equipment, software, and furniture.
- Students and parents need to understand that a student's careful and cooperative participation in activities in the lab may be included in computing a student's marking period grade.
- If a student violates any of the rules, he or she will be subject to disciplinary actions which may include notification of parents, detentions and/or denial of lab access and privileges for a period of time up to the remainder of the school year.
- Students must have an Acceptable Use Policy form on file with the district.

Assigned Seat

Student Name Printed

Date

Student Signature

Date

Parent Signature