

TLC Rules

• **Computers and other TLC equipment is for educational use only.**

- Be in your seat prepared to work at the beginning of the period.
- Food, candy, gum and beverages are not permitted in TLC.
- Students are to work at assigned computers.
- Do not interfere with the learning of other students or touch other workstation equipment.
- Checked out equipment is to be used only by you and your assigned partners.
- Quiet talking with your partner is allowed when the instructor is not addressing the entire class.
- Horseplay, running or other unsafe actions will not be tolerated.
- Before leaving the room, you must have your hall pass sheet signed by the instructor.
- Internet surfing or (educational) game playing is allowed only when given permission by the instructor.
- Downloading is allowed only from your Eaccess account. No other downloading is permitted unless you are given permission from the instructor.
- Personal email use or updating of personal webspace or websites is not allowed during class.
- Students are to use only "kid-friendly" internet search engines such as yahooligans.com.
- Deliberate and/or repeated visits to unauthorized internet sites is prohibited.

Help Procedure

- Reread the instructions.
- Ask for assistance from the person sitting next to you.
- Read the instructions again. This time reading back a few steps or forward a few steps.
- Access the help files from the program you're using.
- Stay in your seat. Raise your hand. Please wait patiently, the instructor will come help you as soon as possible. You may read your book as you wait.
- **Ask for instructor assistance immediately if your computer is frozen or it's an emergency situation.**

Grading Policy

- Assignments = 100-140 points. Most assignments are worth 10-20 points.
- Keyboarding = 40-80 points. This score will be based on improvement and accuracy.
- Participation = 60-120 points. This includes being prepared for class with the correct materials. Working in class on the assigned daily work. Cooperating and working with others in the room. Joining in discussions. Staying focused on your work and not distracting others from their work.
- Quizzes and Tests = 20-50 points.
- Absences and Late work: Most assignments are not accepted late, except when there is an excused absence. Missed assignments, checks, quizzes and/or tests must be made up outside of class time, usually before school. Check the Web site and then see the instructor if necessary to set up and date and time for make ups.
- Extra Credit is given occasionally. Check the Daily Work on the web site for postings.
- Grades may be checked on password secured pages on the TLC website at midterm and before the end of the trimester.

Students are expected to follow the TLC Rules, which states that students are to use the class equipment responsibly and for educational purposes only. Equipment privileges may be taken away if rules/safety policies are not followed. Students may be responsible for replacement of lost or broken equipment due to irresponsible usage.

Student signature _____ Date _____

Parent/guardian signature _____ Date _____

The TLC/Keyboarding Classrooms are open for visits either before, during or after class. Just sign in with the office before coming up .

*Thanks for taking time to fill out this form. If you have any questions or concerns please e-mail me at :
john_wickham@beavton.k12.or.us or call my voicemail 503.259.6469*