**WETHERSFIELD HIGH SCHOOL LANGUAGE LABORATORY**

**RULES AND EXPECTATIONS FOR BEHAVIOR**

As a WHS world language student, you will be using the WHS state-of-the-art world language laboratory on a regular basis.  The fabulous technology will provide you with many opportunities to use video and audio files, the Internet, and various computer applications.  In order to maintain the lab in optimum working condition, students are expected to comply with all school rules and policies as described in the WHS 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 Wethersfield Public School’s Acceptable Use Computer Policy.
2. Students may **not** bring food, gum, candy, or drinks, including water, into the lab.  Students must leave food or drinks in their backpacks or in their classrooms.
3. Students may only write with **pencil** while working in the lab.
4. 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 designated temporary student storage space in the lab.
5. At the beginning of each language lab session, all students will  participate in an “all systems go” check of their workstations and will:
6. Inspect headphones for breakage.
7. Inspect workstation surfaces for debris or writing.
8. Inspect monitor for evidence of any damage or malfunction.
9. Inspect for evidence of any damage or malfunction.

**Students should immediately alert their teacher and/or the lab assistant about any problems they find or suspect in their workstations**.

1. All students in all classes will have assigned seats. Students should **only sit at their assigned workstations.** If students are unsure of their seat assignments, they should ask their teacher. In order to help us insure that no vandalism occurs, the teacher will check each booth for damage and vandalism between classes.

7.   When students login at their workstations, they must login using their WPS user ID and password.

1. Any student found vandalizing equipment in the language lab will be held financially responsible for the repair of the damage and will have his or her language lab privileges revoked for the remainder of the school year.
2. Students are expected to follow their teacher’s directions and work at the assigned task.  Students may not work on other computer applications without the consent of their teacher. Internet is used for educational purposes only. Web-based mail (i.e. hotmail, yahoomail, etc), games, and chat are not permitted.
3. The Language Lab is to be used for the assigned task.  Inasmuch as the purpose of the Lab is to practice conversation, student work and conversation may be monitored and/or recorded at any time. Students are responsible for their actions and speech in the Language Lab.
4. Students are expected to maintain the expectations for classroom behavior established by their world language teacher.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  understand the rules and expectations for behavior for the WHS language lab and agree to comply.  I understand that failure to comply with these rules and expectations for behavior will result in loss of privileges in the language lab.

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Student’s signature       date Parent or Guardian’s signature date