

Interactive Media & Web Design Classroom Rules

1) Horseplay

Horseplay will NOT be tolerated. This includes, but is not limited to, yelling, slapping, swearing, punching, tripping, grabbing, pinching, kicking, boisterous laughter and throwing items, these are adolescent behaviors. You are on the brink of adulthood, act like it.

2) Uniforms

You must wear your program uniform everyday (Indigo Blue CTC top & black pants, NO SWEATPANTS!!!). It is your responsibility to purchase enough uniforms and to keep them laundered and presentable. You may wear sneaker, but NO open-toe shoes or boots are allowed. No jackets will be permitted in the classroom or lunchroom. They maybe stored in your locker before or after class. You are however permitted to purchase an indigo blue CTC sweatshirt (or sweatshirt of similar color). Hoodies are permitted, but must only be worn under your uniform shirt. Hoods may NEVER be up, or you will not be permitted to wear a hoodie!!

3) Personal Hygiene

Just like its your responsibility to laundered and keep your uniform presentable. It is also your responsibility to attend to your personal hygiene. Your are training for career that is in office environment that you will share with other people. You will be expected to be clean and professional everyday. If you come to class unshowered or smelling offensively you will be asked to leave and go to the nurse.

4) Backpacks or Bags

NO backpacks or bags in the classroom, they maybe stored in your locker and accessed before or after class. Unfortunately the space in our room is limited so we need keep it clear of bags.

5) Your Work Area

You are to keep both your traditional and digital work areas clean and clutter free. NOTHING is to be left on your desktops at the end of the day! At the end of each day put all tools and projects neatly away. You will be assigned a personal bin to keep you item organized and tidy.

6) Leaving the Classroom

You are NOT to leave the classroom for ANY reason without first ASKING the instructor for permission. Once given permission to leave, you must have written hall pass (bathroom have a separate pass) and your id with you at all times.

7) Cellphones

Cellphones, MP3 players and other personal electronic devices are not allowed to be used in the classroom. They are to be kept in in your locker, and can be accessed before and after class, and during lunch. If they are found in your possession, even if they are turned off, they WILL BE CONFISCATED (see Student Handbook) by the instructor on sight and returned at the end of the day. Additionally you will lose 50% of your ethics grade.

8) Internet Use and Unauthorized Software

Use of the Internet is not a right, the Internet useage is a privilege. You must follow the policy as outlined in the CTC Student Handbook. Failure to comply will result in immediate disciplinary action, up to and including expulsion. The IMWD class has special access privileges to the Internet not given to other students. This privilege comes with responsibility, if you are caught on unauthorized websites it will result in immediate disciplinary action, up to and including expulsion. At NO point is a student permitted to download, stream or install any software on their school workstation. If a student is caught adding or installing any unauthorized software it will result in immediate disciplinary action, up to and including expulsion.

9) Food & Drink in the Classroom

NO food or drink is permitted in the classroom! NO food should be taken from the cafeteria or IU rooms and brought into the classroom. You are permitted to have a personal water bottles, but only those with a lid. Anything spilled on your workstation will be your responsibility and you will be held accountable for replacement of that workstation. If you are found with unapproved food or an open containers disciplinary action will also be taken.

Date: _____

Print Student Name: _____ Student Signature: _____

Print Parent Name: _____ Parent Signature: _____

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Name:

Interactive Media & Web Design classroom rules quiz

Where are backpacks and jackets/sweatshirts to be kept?

What must you do before you leave the classroom?

What must you have on you when not in the classroom?

What should be left on your desk at the end of the day?

How should you leave your work area?

What are 2 things that will not be tolerated in the classroom?

Where must your cell phones be?

If you are found with your cell phone what will happen to it?

Do you have the right to internet access anytime you like?

What may you wear on your feet?

Is food or open containers allowed in the classroom?

What is your uniform? and how often must you wear it?

Are you allowed to wear a hoodie or jacket in the classroom?

When it comes to personal Hygiene, what does clean and professional mean?

How often are you expected to be "clean & professional"?