

# Adolph Schreiber Hebrew Academy

## WELCOME TO THE NEW ASHAR COMPUTER LAB ☺

September 2011 - June 2012

Dear Students of ASHAR,

Welcome to the new and improved ASHAR Computer Lab. I am very excited to have you in my class this year! Our Computer Lab has been upgraded with new computers running Microsoft Office 2010! You will review and learn many new things about computers, hardware, and the software, using *Computer Explorers* curriculum.

Along with these opportunities come responsibilities to use the computer equipment in an appropriate manner. In order for your learning environment to be successful, please review the rules listed below.



Sincerely,

*Mrs. Monticello*

Mrs. Monticello

**COMPUTER  
EXPLORERS**

### **Computer Technology Class Rules 2011-2012**

#### **NO FOOD OR DRINKS ARE ALLOWED IN THE COMPUTER LAB!**

- To enter the computer lab you must walk in, use Purell to sanitize your hands, and then sit at your assigned computer and log in.
- Treat all equipment in the computer lab with care.
- Do not attempt to change any settings or user names on the computers.
- Do not access, copy, replace or modify, in any way, information that belongs to another person.
- Raise your hand to ask or answer questions. Calling out is not allowed.
- Stay in your seat and work quietly.
- Do not speak while Mrs. Monticello is speaking.
- Do not interrupt your classmate if he/she is speaking.
- Show respect to your classmates and me at all times.
- Do not use the internet unless you are given permission to do so.  
(I will let you know when it is appropriate to use the internet and which websites you will be allowed to use.)

- *If you behave inappropriately, you will receive a warning.*
- *If you receive 3 warnings on the same day, you will be asked to sit away from your computer and will be given a zero for the day.*

**Remember - Your grade for each marking period will be determined by how you complete assignments as well as your attitude and behavior.**