

Digital Production Studio CLASS RULES

& Studio Etiquette

1. Respect others and don't make judgments unless asked. At all times, students should **respect the styles and differences** of the people around them. We are all from different home lives and cultures
2. Students are responsible for informing the teacher if they arrive to class and find something broken or missing from their workstation, particularly computer, typing keyboard, piano controller & microphone.
3. Students **may listen to music** while they work. This includes on phones, unless the teacher is giving instructions; please wait with headphones off.
4. **Listen while the teacher is giving instructions** without headphones or typing or streaming anything else
5. Treat equipment gently and respectfully at their station and notify the teacher if something is broken or missing. Plug in equipment **at low volume** gain stages. Don't plug anything in unless volume level is zeroed out.
6. **Clean up your workstation.** If you move a chair or use equipment, put it back when you leave.
7. Pickup your trash and don't leave garbage behind. If you make a mess, clean it up. If you spot a mess, organize it or clean it up
8. Students **may NOT eat in class** and **NEVER in the studio**. Only water bottles with lids are permissible.
9. When the school computer doesn't work, use your chromebook. When that doesn't work either, use your phone. Students may use phones in class to take quizzes/surveys, to record voice on Android phones, to edit their work in the BandLab DAW app. Students are not to use phones to make phone calls, SnapChatting, FaceTiming, Video Chatting, socials streaming, texting, etc. This is against Media Copyright law!
10. Students may use the **bathroom** ONLY AFTER the first 20 minutes of class. They may NOT use the bathroom if there are only 10 minutes left in class. Ask for the pass.
11. It is rare that students will ever have Free Time without something to do in this class. Students are expected to be self starters; if you're not sure what you should be doing, ask. Students should **never be streaming movies, vines or sports highlights during class time**. When the Lab is open after school, feel free. That said, we all listen & watch other things while we are working, so operating a second screen or PIP small screen while working is also allowed.
12. Students should not leave class without permission. Be safe. Your teacher needs to know where you are at all times.
13. Students are encouraged to bring their own headphones or use the class headphones at a medium listening level so as not to distract or influence what others are creating around them. If you are loud enough for your neighbor to hear your beats, turn it down!
14. Assignments for this class need to be written in **school appropriate language**

And if you can't make things work in the studio, go thru this [visual check list](#) to ensure all your connections are working correctly. How to [Set Up or Reset the Studio Computer](#) video, [screenshots](#)