



Communication, Media and Public Policy Magnet Conduct Expectations, Computer and Video Equipment Rules (2019-2020)

Conduct Expectations: All students in CMPP are expected to:

- Work both independently and collaboratively
- Be a positive and respectful representative of Skyline when shooting video, conducting interviews
- Be a positive and respectful representative of Skyline when attending public meetings or completing community service requirement

Failure to comply with these expectations will result in one or more of the following actions:

- Conference with student
- Email and/or phone contact by student to parent
- Email and/or phone contact by Mr. Dunbar or Ms. McCraw to parent
- Meeting with parent and counselor to discuss continued participation in the CMPP magnet program

Computer Use:

- Work at the assigned computer unless otherwise indicated by Mr. Dunbar or Ms. McCraw
- Never bring food or drinks into the lab.
- Leave the space around their computer neat and tidy. Remove all papers, handouts, notebooks, pens, pencils
- Create a folder with your name on the desktop and store all documents etc in that folder.
- Visit only sites related to CMPP class/project work
- Leave screensavers, docks as found at the start of the school year. Never download anything (games, software, etc) without written permission from Mr. Dunbar or Ms. McCraw.
- Use the CMPP lab during lunch (if needed) with permission from Mr. Dunbar or Ms. McCraw.

Students who violate computer use rules risk losing access to the computer lab for the remainder of the trimester. The student will be responsible for completing CMPP work without a computer during the CMPP class period.

Video Equipment Use:

- Reserve all video production and editing equipment via google docs PRIOR to using it. **Failure to do so will result in the loss of video equipment and/or editing privileges for the remainder of the trimester**
- Provide full attention to instructions regarding operating and storing equipment. **Failure to do so may result in restriction and/or removal of video production and/or editing privileges**
- Immediately report damage, committed or noticed by you, to Mr. Dunbar and Ms. McCraw. **Failure to do so will result in a class-wide assessment to cover the cost to repair or replace the equipment.**

Signatures below indicate that I have read, understand and agree to the conduct expectations, computer use and video equipment rules. **Return of this signed contract is required to use the CMPP computer lab and/or video equipment after Friday, September 12, 2019.**

Print Student Name _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____