

## Language Lab Rules

The International Languages Department wants to provide a positive and rewarding experience for every student. These rules were designed so that every student has an equal opportunity in working in the language lab

1. Each student will be assigned to a carrel position in the language labs. The student must enter the language laboratory quietly, sit in his/her assigned seat immediately, clean the headset and microphone and be ready to begin the session.
2. Each student is responsible for the condition of his/her carrel. When entering the lab the student must inspect his/her assigned carrel for possible damage and report any damage to the teacher.
3. The student is expected to follow all the teacher's instructions and follow the instructions given for the activities that will be done in the lab that day.
4. Students cannot bring computer software, such as games, from home.
5. There will be no food, gum, candy or pens allowed in the lab.
6. Each student must check out and return software assigned numerically to his/her computer. DO NOT share diskettes and CD-ROMS.
7. Students must bring only designated supplies to the laboratory. Book-bags, purses, etc. will remain locked in the classroom or along the wall of the language lab while students are in the labs. No book-bags or purses are allowed at the lab stations.
8. Each student will follow the Northside Internet Acceptable Use Guidelines for Students when in the language labs.
9. Failure to abide by the rules and procedures of the language labs will result in possible disciplinary action and/or removal of the student from the lab.

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I understand that the language lab provides me with additional opportunities to learn a second language. I will follow all of the procedures and follow all teacher instructions.

Class \_\_\_\_\_ Period \_\_\_\_ Teacher: Ann Caldwell Date \_\_\_\_\_

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Student name printed

\_\_\_\_\_  
Parent name printed

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Home phone number

\_\_\_\_\_  
Parent daytime phone number