

# TECH LAB RULES AND REGULATIONS 2016-2017

The Williamsburg Jr / Sr High Technology Lab is supplied with computers and a variety of valuable equipment. Use of this equipment is a privilege and will be treated as such. Infractions of the following rules can and will be reason for removing this privilege. **STUDENTS WILL NOT BE ALLOWED TO BEGIN WORKING IN THEIR MODULES UNTIL THIS PERMISSION SLIP HAS BEEN SIGNED AND RETURNED TO THE TECH LAB MANAGER.**

## Rules and Expectations

- \* Students will abide by all safety rules and user agreement for Tech Lab
- \* Students will respect themselves, others and the equipment
- \* Students will be honest, productive, and work hard
- \* Students will be expected to listen carefully and follow directions to the best of their ability
- \* Students will be expected to be in their seats and ready to go when the bell rings
- \* Students will abide by all school rules as they apply in this classroom, especially cell phone use
- \* Students are not allowed gum, candy, pop, or other items that disrupt or can cause problems to lab equipment or appearance.

## Contract for Shop Usage

- \*I intend to use the equipment as it has been explained to me
- \*I intend to use the machines as they are intended to be used
- \*I fully expect to use the power cutting machines in such a way as not to have an accident
- \*I assume personal responsibility while running a machine
- \*I will not use a machine when I do not feel confident in its operation
- \*I will not hesitate to call the attention of the instructor to any misuse of the machines, or to request information and instruction on points that are not clear
- \*Machines are to be used only on the instructors approved projects and only when the instructor is in the room.
- \*I will stay out of the machine zone when I am not using them.
- \*I will not use a machine unless I have been given permission to operate it by the instructor.
- \*I will report any injury, however slight, to the instructor.
- \*I agree to wear proper eye protection at all times in the lab.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Student

**\*Students will be signing this form during school hours**