



## PURPLE COMPUTER LAB LEARNING CONTRACT

The expectations by which you will be scored in Computer Lab are detailed below. Your performance will be assessed based on how well you meet these expectations.

<p>In Class Participation:</p> <p style="text-align: right;">20%</p>	<p>You will receive a daily participation grade.</p> <p>You are expected to work diligently on the assigned work during class time.</p> <p>You are expected to work quietly, with minimal conversation. Excessive chatter will result in the removal of conversation privileges and lower your daily participation grade.</p> <p>When instruction is being given to the entire class or other students are giving presentations, you are expected to pay attention and ask/answer questions, as appropriate.</p> <p>You are expected to help others when comfortable/appropriate.</p>
<p>Typing Improvement:</p> <p style="text-align: right;">15%</p>	<p>Your typing skill will be tested at the beginning of the year and several times during each trimester. You will be given opportunities to practice typing and improve your skill, and are expected to make progress in your typing skill. Your progress will be compared to a goal you and the teacher develop based on your starting skill level.</p>
<p>Organization and File Maintenance</p> <p style="text-align: right;">10%</p>	<p>Students will be held accountable for properly storing all their computer files, no matter which class the files were created for. All teachers will periodically check and must be able to easily find required student created files.</p> <p>All student files must be filed in each student's folder on the Z-drive in the proper class subfolder. Students will be responsible for ensuring that no files are inadvertently misfiled in the wrong folder or on the computer hard drive.</p> <p>All student file names will start with the student name and will be descriptive of the file contents, e.g. John-CurrentEvents Aug12.docx .</p>
<p>Computer Classwork and Projects:</p> <p style="text-align: right;">55%</p>	<p>Students will accomplish a variety of projects. Grades will be earned based on effort made, attention to detail, following instructions, and overall demonstration of skill. Each project will be weighted based upon the general amount of class time devoted to the project.</p>

I understand how I will be assessed in the Computer Lab. I agree to work toward meeting all expectations described above in order to further my computer skills.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher Signature