



NAME: \_\_\_\_\_

BLK: \_\_\_\_\_

**Basic Rules  
TECHNOLOGY DEPT.**

**SAFETY, SECURITY, BEHAVIOUR & COMPUTERS**

1. Bring your supplies to every class ( **if you do not** then textbook work will be assigned), as well as any projects under construction that have been stored in your locker for safekeeping. **If you leave items of yours in the classroom they are left at your own risk. No backpacks or large carry bags in the classroom.**
2. **Do not leave your work area** (designated shop) **without permission.** Whiteboard sign-out required.
3. **ASK FOR PERMISSION** to use machines.
4. **Do Not Use** equipment or machines which are **unfamiliar, under repair or malfunctioning.**
5. Only use machinery or equipment that you have observed a **SAFETY demonstration** on and for which you have received an **80% or better** mark on the **Safety test.**
6. Login passwords for SHSS computers must **NOT** be shared with others.
7. Tools and equipment should be handled **with care.**
8. **Powered equipment** may only be used when a **supervisor is present** in the Technology facility.
9. **No personal cell phones, cameras or DAPs may be brought into the classroom.**
10. **A Work Logbook is required** and must be kept up to date along with the Daily Journal on the computer. All **Safety Demos** attended, **Safety Tests** completed and **Processes / Operations** performed must be logged in their logbook as well as on computer.
11. **All students and visitors must wear SAFETY GLASSES at all times when shop work begins.** Students may purchase CSA approved glasses on their own or may use shop supplied glasses for which a deposit of \$4 is required and will be refunded if glasses are returned without scratches on the lenses.
12. **Seat warming and excessive socializing is not** an option in the school shop. You must be actively engaged in work. That means hands on project work, bookwork (either text or logbook) or clean-up.
13. **All accidents** ( machine damage or tool damage ) and **injuries** must be reported to the teacher.

***It is very important that the parent / guardian ensure that the student understands these very important requirements.***

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

Parent or Guardian Signature

Contact Phone

Date

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