

Business Department: Honor Code Contract

I, _____, will not engage in **ANY** form of cheating during the current school year in this _____ class. I understand that incidents of cheating, as explained below, will have severe consequences.

I understand that the following is considered cheating:

1. Asking another student turn in work I did not do myself with my name.
2. Doing someone else's work and turning it in with their name.
3. Printing out extra copies of completed work and allowing other students to turn in that work as their own.
4. Altering or printing teacher provided solution keys on Teacher's Page so that I may turn it in as my own work.
5. Emailing completed work and allowing other students to turn in that work as their own.
6. Talking, whispering, or communicating with another student during a test or quiz even if we are done.
7. Giving another student the answers to homework, class work, quizzes, or, tests. This includes look at their test paper or computer screen during quizzes or tests.
8. Using materials during a test or quiz that were not approved by the teacher.
9. Any other activity that results in turning in work that I did not complete on my own.
10. Electronic Devices (cell phones, i-Pods, mp3 players, SMART watches) will not use visible or used during the class. This includes charging phones, checking social media or use the device for any communication, as stated in the Student Handbook, especially during quizzes, tests, and final exams.

I understand that if I am caught cheating, the following will occur:

1. I will receive a **ZERO (0)** for the assignment and all other assignments that are included in the packet and serve a detention with the teacher.
2. The teacher will contact my parent/guardian to discuss the incident.
3. I will not be able to make up the work.

I also understand that I will save all my **OWN** work to my network drive and that any work saved in my folder that **DOES NOT** match what I turn in for a grade will be viewed as suspicious and scrutinized by the teacher.

Computer Classroom Contract

I understand that I will take care and use the computer equipment as expected by the teacher and school district. I must fulfill that following expectations:

1. I **WILL ONLY USE** the software that has been designated for my use by the teacher.
2. I **WILL NOT** change any of the system configurations or appearance such as screen saver features, wallpaper, mouse, or colors.
3. I **WILL EXERCISE CARE** when handling the equipment such as the mouse, keyboard, monitors, covers, book stands, chairs, printers, computer cables, and all other related computer equipment.
4. I **WILL USE** the equipment solely for school-related work and will not create any inappropriate documents.
5. I **WILL NOT** bring any food or sugary drinks into the computer lab.
6. I **WILL NOT** throw anything, swing my backpack, run, or engage in any horseplay in the classroom.

I understand the following consequences:

1. I will lose class time use of the computer and will be expected to complete the assignment on my own time (i.e. during study hall, lunch, at home) and turn it in **ON TIME**.
2. I may not receive full credit for assignments turned in **LATE** regardless of loss of computer privileges.
3. I also understand that if I am unable to fulfill the above expectations, I may be removed from class for the remainder of the semester with a loss of class credit.

I have read the contracts and understand their contents. I agree to follow the guidelines stated above.

Student Signature	Date
Parent/Guidance signature	Date
Parent/Guardian name (please print)	Daytime phone number
Parent email address	