Course /Program/ Seminar:	Duration/Total number of Hours	Type of Program:
Formal Program	Academic Year 2023 - 2024	
Department/Technology:	Developed by:	
Information Technology	Romm James Cuya	DTS / SHS

1	**Attend Class Regularly**
2	**Laptops or any gadgets except cellphones requires a gatepass**
3	**No Cellphone Policy**
4	**No Charging Policy**
5	**Do not remove or mess with the computer cables**
6	**Bring an extension cord for the charging of Laptops ONLY**
7	**Open the AVRs immediately after getting inside the classroom**
8	**Do not open and use the computers without the instructor's permission**
9	**During Attendance; Open the PCs and every student must surrender their phone/bag**
10	**During Class; Everyone should listen and be attentive because lessons are logically challenging**
11	**After Class; <u>Make sure to clean your area</u>, <u>organize and arrange the chair, monitor, keyboard, and mouse</u> and <u>do not turn off the AVR immediately, wait for the computer to shutdown completely by checking if the power supply fan is off</u>**
12	**Immediately report to your instructor or IT personnel if encountered a computer hardware/software problem**
13	**Save your files properly in "STUDENT FILES" folder**
14	**Always back up your files on your personal cloud storage (One Drive, Google Drive, Dropbox) or in EDGE's private files**
15	**Inserting flashdrive in computers is NOT allowed**
16	**Let your instructor know if you're going to the bathroom using a sign language**
17	**Avoid being late and absent because you'll miss many lessons/activities**
18	**Absent and absent due ti late must have an excuse letter and admission slip to take the activities/exams missed and be graded**