

Learning Commons Guidelines

The Learning Commons is a learner-centered, technology-rich space that was designed to promote student inquiry, intellectual curiosity, and collaborative learning in a comfortable setting. In order to ensure that all who use the Learning Commons treat it as an academic environment, we ask that you follow these guidelines.

Hours of Operation and Student Access

The Learning Commons is open Monday through Thursday from 7:30 a.m. until 5 p.m. and on Friday from 7:30 a.m. until 3:30 p.m. **All** students are welcome in the Learning Commons during the following times:

- before and after school
- during study periods on A days
- during lunch periods on A days (must sign out of lunch)

In addition to the times listed above, **only seniors are permitted in the Learning Commons during 9th period and during lunch and study periods on B and C days.** Teachers can also use the Learning Commons during these times for a special purpose by making arrangements with the coordinator via e-mail.

Use of Team Rooms

Team rooms are designed for collaboration and are equipped with state-of-the-art interactive presentation tools. These rooms are intended for use by groups of a minimum of 2 and a maximum of 8 people (including a teacher). Teachers may reserve team rooms for small classes, but are not permitted to hold class there regularly. So that as many people as possible may have an opportunity to use these rooms, no one (teacher or student) may reserve a team room more than 2 times in one week.

How to Reserve a Team Room

In order to reserve a team room, please complete the online form, which can be accessed on the Learning Commons website. When reserving a team room, please be sure to specify which room you wish to reserve. Reservations will not be held for more than 10 minutes. If you arrive more than 10 minutes late, your reservation will be canceled.

Use of the Quiet Area

The purpose of the Quiet Area is to provide a silent place for you to study. When using the Quiet Area, please be respectful of those around you and observe the silence of this area by refraining from talking, listening to music, and watching videos.

Use of Other Spaces

Only the two team rooms may be reserved by teachers and students. The Mac lab is designated for use by the Graphic Design, Digital Publications, and Tech Resources classes, while the lounge, quiet area, and computer workstations may be used by students on a first come, first served basis. Teachers who assign one of their classes a special project that requires students to use the computers available in the Learning Commons may contact Ms. Wilson via e-mail to submit a request to use the computer workstations during a specific class period.

Use of the Technology

Because the Learning Commons is an academic environment, the use of all technology while in the Learning Commons, including the use of your own electronic devices, is intended for academic purposes

only. The Student Handbook contains an Acceptable Use Policy for Technology, which includes "Guidelines for Use of a School Computer." These guidelines apply at all times in the Learning Commons. Some examples of unacceptable use of technology while in the Learning Commons include the following activities:

- Texting
- Shopping online
- Accessing Facebook and other unapproved social media sites during school hours
- Viewing personal photos
- Watching videos or playing music for entertainment purposes
- Playing video games

When using a computer in the Learning Commons, you are reminded to log off when you are finished.

Use of furniture

The furniture in the Learning Commons was chosen for its comfort, flexibility, and mobility. It has the capacity to be rearranged very easily so that students may form the unique configurations they need in order to meet in teams, complete a project, or work individually. All furniture in the Learning Commons should be used appropriately. Inappropriate use of furniture includes the following:

- Putting your feet up on the furniture.
- Reclining or sleeping on the furniture.
- Standing on the furniture.
- Sitting on the tables.
- Moving the rolling chairs away from the computer workstations.
- Leaning back when sitting on the stools at the high top tables.
- Rolling around when using the rolling chairs.
- Playing with the lever that allows height adjustment on the rolling chairs.
- Defacing the furniture in any manner.

Food and Beverages

No food and beverages are permitted in the Learning Commons, except for water in containers.