

# PINE CREEK HIGH SCHOOL COMPUTER ASSISTANT CONTRACT

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Grade: \_\_\_\_\_ (grades 10th –12th only) Class of: \_\_\_\_\_  
 Semester: FALL SPRING Period Requested: Blue \_\_\_\_\_ Green \_\_\_\_\_  
 Recommended by a member of the Computer Science or Business Department \_\_\_\_\_ (signature)  
 Mr. Errickson’s Signature (Tech Office) \_\_\_\_\_ (Section Number \_\_\_\_\_  
(completed by Registrar))

**Please note the following:**

- Computer Assistants are only available to full time Pine Creek High School students.
- Students work in a hands-on environment, learning computer support principles and practicing skills. Upon completion of this course the student will be able to successfully maintain/troubleshoot basic computer problems, mobile device problems, and networking issues. The student will be able to exchange hardware parts on a PC and understand the basic theories regarding computer printer repairs. The importance of PC/network security and life cycle management will also be discussed.

<b>CONDITIONS FOR COMPUTER ASSISTANTS</b>		
Parent/ Guardian Initials	Student Initials	
		Student is to verify, via transcript, that he/she is on track to meet graduation requirements.
		Supervising staff members are only allowed <b>two</b> Computer Assistant per semester per period. Students are allowed <b>two computer assistant contracts throughout high school.</b>
		Student understands and agrees to follow all district and school policies and procedures regarding security and acceptable use.
		Student understands and agrees that all information seen or heard while performing duties is strictly confidential. Student will not share in any way information heard or seen in the classroom or office.
		Students <b>MUST</b> attend class, be on time, work responsibly, and assist staff member(s) as needed.
		Failure to comply with attendance policy, work expectations, and confidentiality will result in student being transferred to a Study Hall class.

I understand and agree to the conditions of this contract: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Student Signature)

I understand and agree to the conditions of this contract: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Parent Signature)

**Counselor Verification Approval:**

The following period has been approved for a Computer Assistant, and I have verified student has the appropriate credits to support taking Computer Assistant course.

Semester 1—Period: \_\_\_\_\_ Semester 2—Period: \_\_\_\_\_

Counselor Verification: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Copy to : Parent Counselor  
Registrar**