**Enfield Middle S.T.E.M. Academy**

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**Ms. Linda Cooper, Principal**

**Ms. Ashley Dozier, Assistant Principal**

**Panthers MakerSpace**

**General Guidelines 2023-24**

The makerspace is a very hands-on space. You may be doing activities that require the use of hot or sharp objects. Safety in the makerspace is the #1 priority for students, teachers, and parents. To ensure a safe space students need to understand and follow these guidelines.

**GENERAL GUIDELINES:**

1. Always follow instructions carefully. If you don’t understand something - ask!
2. **An Acceptable Use Technology Agreement form MUST be on file with the MakerSpace/STEM Coordinator and /or designee, for you to use any technology & equipment in the makerspace including any connecting to the school wifi & internet. Please complete BOTH sides of the attached form for technology use and publicity. Photographs of students and their work may be used to showcase the MakerSpace.**
3. Place bookbags, purses, etc. in the designated holding area. They are not permitted at work stations. ONLY your STEM portfolio and project materials are allowed at the work stations.
4. Only use tools & equipment you have been properly trained to use safely.
5. Always use tools & equipment as they are intended to be used. For example, do not use a screwdriver as a hammer.
6. Use the Engineering Design Process planning forms. Keep these in your STEM/STEAM Portfolio binder for proof of your work and for review by your teacher. (PLEASE NOTE, you will need a binder and not a folder.) This will help you think through your entire project before you start to figure out what you will need and how you will make it.
7. Report any accident or injury to teachers immediately. Even something as small as a paper cut. Regulations require these to be logged, no matter what the size.
8. Know what safety equipment we have and where it is located. (Goggles, gloves, etc.)
9. ALWAYS wear protective gear when needed. Wear safety goggles when taking things apart, for example.
10. Making is inherently messy - and that's okay! But, before you leave the makerspace, ALWAYS clean up any mess you make, put tools and unused materials back where you found them, and let a teacher know if something gets broken.
11. If you use anything hot (hot glue gun, 3Doodler), leave it on the Hot Spot/heat resistant mat.
12. If you are using anything sharp (exacto knife, weeding tools, etc.), have the cutting mat on the surface.
13. If you use any consumables, bring in something from home. (See the wish list below for ideas of what to bring.)

**Not following the General Guidelines of the makerspace can result in you being suspended from items in the makerspace.**

**Consumables Wish List:** empty paper towel rolls, empty toilet paper rolls, plastic bottle caps (from water bottles, soda bottles,etc.), disinfectant wipes, hand sanitizer, cardboard, craft sticks, glue sticks for glue guns, masking tape, chenille stems/pipe cleaners,

**Panthers MakerSpace**

**Student Safety Promise & Parent/Guardian Permission Form 2023-24**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise to follow the safety guidelines in the student safety contract, AND all other instructions given to me by the MakerSpace teachers.

**I PROMISE TO:**

1. **Follow ALL safety rules of the MakerSpace. (Inclusive of HCS Acceptable Use Policy & Student code of conduct. Only use machines and equipment I have been properly trained to use.**
2. **Immediately report any injuries or accidents.**
3. **Make safe choices to help keep myself and others safe.**
4. **Clean up after myself.**

Continued participation in the makerspace is dependent upon following these rules!

I have read and understand the Makerspace Student Safety Contract, and Promise. I understand that not following the rules in the contract may result in my suspension from the makerspace.

STUDENT SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\* PARENT/GUARDIAN PERMISSION DOCUMENT \*\*\*\*\*\*\*\*\*\*\***

Parent/Guardian Name (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In signing this document, I give my child permission to use hot or sharp objects in the MakerSpace. I also have reviewed the Student Safety contract with my child and understand the rules they must follow to stay safe and use the makerspace and equipment. I know that this form and the Technology Acceptable Use Agreement MUST be on file in order for my child to use the makerspace and equipment.