

# East Dubuque School District

## Acceptable Use Policy for Computers and Internet

The use of computers, peripherals (cameras, scanners, printers, etc.), and the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Disciplinary action will be taken by school officials. If a student vandalizes or otherwise deliberately damages any of the hardware, diskettes, software, network infrastructure, or wiring in the computer labs or classrooms, the student and/or guardian is responsible to pay for the repair or replacement of the damaged items, and disciplinary action will be taken.

I agree that the following actions (which are not inclusive) constitute acceptable use of computers and Internet.

- Computers and Internet are for teacher-approved activities only.
- There must be a school staff member supervising the computer areas. If a staff member is not available, the computers may not be used.
- If a student has work to do on the computer, a pass must come from the teacher who assigns the work, and the pass must state the purpose of the assignment.
- Altering of any configurations is done by school personnel only - not by students.
- Deletion of any files from the hard drives and the network server must be done by school personnel - not by students.
- Printing is for class work only. No personal printing is allowed.
- Downloading of files or copying and saving images will not be allowed unless there is teacher approval and supervision.
- Student should save to school-issued storage media and folders unless instructed otherwise. Files saved elsewhere may not be secure.
- School-issued storage media (disks, thumb drives, CDs, media cards, etc.) must remain at school. Personal storage media may not be used at school.
- For security reasons exchange of information, such as completing online forms, is not allowed without teacher approval and supervision.
- Students are allowed to access only acceptable Internet sites. If, by accident, the student enters an unacceptable site, the student must exit the site immediately and inform the staff member who is supervising.
- Personal e-mailing, chat rooms or any type of "messaging" is not allowed.
- No music CDs or MP3 devices are to be used.
- If a student finds damaged or vandalized hardware/software/peripherals, inform a staff member immediately.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_