

Business Department Computer Lab Classroom Policy

All computer activities must be within the framework set forth by specific teacher instruction as well as the Computer Network/Acceptable Use Policy as stated in the Student Handbook.

ALL OF THE FOLLOWING ARE **PROHIBITED**:

- 🔒 Use of Internet access **WITHOUT** teacher permission—no exceptions! This means AT ANY TIME (before class, last five minutes of class, etc.).
- 🔒 Using a flash drive to copy files.
- 🔒 Altering or deleting any software file, folder, name, password or setting (defaults).
- 🔒 Tampering with any labels on the computers.
- 🔒 Submission of assignments created by another student (whether copied, printed or otherwise).
- 🔒 Distributing, altering, or attempting to learn network passwords.
- 🔒 Loading any unauthorized games, programs, files, CDs or other electronic media.
- 🔒 Changing the Home Page of the browser.
- 🔒 Performing activities that result in the physical abuse of network devices or other computer resources (i.e. disconnecting cables for the mouse/keyboard, etc.).

Food and/or drinks are strictly prohibited in computer labs!

Each student is expected to:

- Monitor their workstation/computer equipment:
 - Report any problems and/or destruction they may encounter or they will be held accountable.
 - Leave the area clean of any papers, books, etc.
 - Handle all classroom materials with respect and return them to their respective area.
 - Pick up papers at the printer and recycle if necessary.
- Ask for permission to use classroom supplies (respect teacher's desk contents).

I have read and agree to the computer use and classroom management rules listed above as well as those stated in the District's Computer Acceptable Use Policy. I understand that failure to comply with these rules will result in an office referral and discipline action as outlined in the Student Handbook.

Student Name _____ (Please Print)

Student Signature _____ Date _____

I have explained and discussed this agreement with my child and he/she understands and agrees to abide by the aforementioned conditions for use of school computers and computer equipment.

Parent/Guardian
Signature _____ Date _____