



COMPUTER USE GUIDELINES FOR GCC STUDENTS

1. I will use the computer for school work and to learn.
2. When using school computers, I will.
 - Use good manners
 - Use appropriate language
 - Never tell anyone my home address or phone number
 - Never post my picture on the Internet without permission of my parent(s) and teacher
 - Not look at or use anyone else's work without permission
3. I will show respect for all hardware and software that I use.
4. I will not install "pirated software" or knowingly use disks with viruses on any equipment.
5. I will use only appropriate language when writing on the computer.
6. I will limit my use of the Internet to only appropriate learning activities.
7. I will not share personal information about myself or anyone else on the Internet. This includes name, address, phone number, photograph, etc.
8. I understand that anyone can read the messages I send from the computer and that work stored on the computer is not private.
9. I understand that from time to time the computer or Internet connection may not be working when I plan to use it.
10. I will share the computer and the network.
11. I will keep my passwords private.
12. I will not use anything from the computer or Internet or send anything over the Internet that belongs to someone else without their permission.
13. I will not download and share copyrighted music, videos, and other digital media.
14. If I am unsure how to use any or part of the computer system, I will ask for help.
15. I will not use the computers and the internet to gossip about, harass or intimidate fellow students or staff.
 - I will not post on newsgroups or other message posting systems any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.
 - I will not at any time use speech that is not appropriate for an educational setting. Examples of speech that is not appropriate for an educational setting includes, but is not limited to, inflammatory language, profanity, personal attacks, harassment, threats to do personal harm or other criminal activity, and language that is intended to be racially derogatory.
 - I will not make threats against others.
16. I will respect other peoples' work and not copy it as my own. I will not access anyone else's computer or accounts.
17. I will conserve our valuable natural resources by limiting my paper use.
 - I will only print when I am allowed.
 - I will only print school work.

**Please fill out and cut out the 3 X 5
Computer Use Agreement Card to
the right.**

Return the card to the school.

Thank you.

Computer Use Agreement

I understand these rules and promise to follow them. If I do not follow these rules I know that I may have my computer privileges restricted or taken away.

I have discussed these rules with my child and my child agrees to follow them.

Name of student (print name - first, last)

Grade

Signature of student

Signature of Parent

Return this portion to school