



# COMPUTER USE GUIDELINES FOR GCC STUDENTS 2015-2016

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 and respect the Internet filter's usage restrictions.
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 Complete, Detach and Return to Your School Site*

**Gateway Community Charters**  
**Computer Use Agreement – 2015-16**

I acknowledge that I have received training from GCC regarding internet safety, appropriate behavior while online, and training regarding bullying/cyber bullying awareness/response and understand it. I agree to follow the provisions of the GCC "Computer Use Guidelines for GCC Students." I understand that I may have my computer privileges restricted or taken away if I do not follow the guidelines.

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

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

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

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