

Carl Hayden Community High School Computer Lab and Internet Usage Policy

Opening Statement

This policy is intended to promote responsible and ethical use of the network resources generously provided by Carl Hayden Community High School. CHCHS students have been provided access to the campus network. All network resources, including student accounts, are the property of Carl Hayden Community High School. They are to be used for educational purposes exclusively. Individual users are responsible for the proper use of their accounts, including the protection of their login IDs and passwords. Users are responsible for reporting any activities that they believe are in violation of this policy.

- Misuse of the network.** An individual may only use accounts, files, and software and computer resources authorized by the teacher. Users may not engage in activities that could compromise the security of the network. Violations of this rule include, but are not limited to, the following examples: using accounts not assigned to you, using software to gain control of other computers or accounts, broadcasting messages over the network, saving files anywhere other than their own account, deleting or modifying files on the hard drives, excessive printing, using the computer to print gang affiliations, harassing other students, or attempting to introduce software onto the network.
- Copying Software.** Copying of any software, network or otherwise, is strictly prohibited. It is against the law and is punishable. Students are not to bring disks into the classroom. Any disks (including CD-ROMs) brought into the computer labs will be confiscated.
- Software Privacy and Vandalism.** Students will not access, read, delete, or tamper with any file that is not theirs.
- Care of Equipment.** Students are responsible for proper care and maintenance of computer equipment and peripherals. Students are also responsible for immediately reporting any problems with the equipment. Students are not allowed to alter or reconfigure hardware (including the computer screen's desktop or screen saver) without teacher permission.
- Food and Drinks.** No food or drinks are allowed in any computer labs at any time.
- Internet Guidelines.** Students are required to receive training in Internet use and etiquette. A student **must always receive permission** to use the Internet and **place an Internet card on top** of the computer whenever accessing the 'net. Students should have a specific reason to use the Internet; it is not a place to go just because a student is bored. Any information (text or pictures) must be placed in the student directory, not on the hard drive. No software (games, programs, etc.) may be downloaded from the Internet. Students should never give out personal information (phone number, address, etc.) on the Internet. Students are not to access the chat rooms or personal e-mail accounts at school. Any site that is visited should have educational value.
Specific Internet Rules: No chat rooms ever. No accessing personal e-mail accounts. No software downloads. No pornographic sites. No gang-related sites, or pages that contain illegal or degrading information. No sites that are full of vulgar language. No sites that have no redeeming value (such as South Park). No excessive printing of non-educational websites or information from the websites.

Closing Statement

Reasonable suspicion of a violation of the principles or practices described in this policy will result in disciplinary action, which may include the loss of network privileges. Also, students must understand that the Internet is an important source but that in the school environment it must be controlled by the teacher. Any use considered inappropriate by the teacher will result in cancellation of all Internet privileges for the semester or school year. If necessary, a discipline referral will be filed.

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| ----- Student Number | ----- Student Signature | ----- Date |
| ----- Teacher Name | ----- Parent Signature | ----- Date |

