

Secondary School Computer Use Policy

At CIC we are proud of the fact that we have three computer labs, computers in all of our classrooms, and access to Internet throughout the whole school. The school has made a large investment, and continues to make a significant investment to maintain the computer services we provide to our students and staff. As users, we are all responsible for the care and maintenance of our computer hardware and software. The use of the school's computers and Internet is a privilege and not a right. For this reason we expect all users to adhere to certain norms that will help preserve our computers in good condition and ensure wise use of our internet resources so they will be available for the use of the whole student body. Below is a list of specific norms that apply to students at CIC.

1. Students should know that CIC has an ethical commitment to buy the licenses for all the products we make available to the CIC community. The use of any pirated material is not permitted. CIC cannot copy material licensed to the school for student's personal home use.
2. In addition to being responsible for taking care of the computers, any material that is borrowed (CDs, cameras, etc.) is the responsibility of the person using this material. All materials must be checked out through established norms, and if the item is lost or broken, it is responsibility of the person who signed the item out to pay for its cost.
3. It is school policy that the use of copyrighted material from the Internet or other sources must be duly credited. Not to do this is plagiarism and will be subject to disciplinary action.
4. All users must login and logoff of the computer they are using. No one has permission to use another person's login, and login information should be kept private.
5. Internet use is for school purposes only. Students may not download files, listen to or view online streaming content, or play online computer games.
6. Students may access their email accounts on their own free time or if given teacher permission.
7. Students may not access chat, instant messaging, or send inappropriate messages to other users. Students may only use MSN Messenger during designated times on the computer outside of the SS library office.
8. Students may not use computers to produce documents that could make fun of others, or illegal documents (for example, false IDs).
9. Users may not execute any program that is not licensed to the school and part of the package installed by CIC personnel.
10. Each student has a personal login account that gives access to a home directory and folders on the common drive. This storage space is limited, and students should only use it to store school-related work. Students should not store games, photos, music, and/or video files on CIC computers unless they are specifically related to school projects.
11. It is prohibited for users to access pornographic, hate, violence, or hacker sites.

12. Users may not change any setting on school computers, install programs, uninstall programs on any drive of any computer without the permission of the IT Coordinator.
13. Computers in classrooms are for teacher use. Students may not use them without express teacher permission.
14. Printers and scanners are exclusively for school use. Use of the color printer should be minimal. Students must bring a teacher note to the lab to obtain permission to print in color.
15. Users may not purposefully harm or destroy any equipment or data on the network.
16. The school has the right to monitor all students' access to computer equipment as well as files stored by students' on the school's computer systems. Teachers' logins give them access to all students' home directories.

When students violate a point of this agreement, they will be dealt with in the following manner:

1. A verbal/written warning
2. A one-week suspension of the student's access to the school's computers.
3. Suspension of the student's rights until parents have met with the IT Coordinator and/or an administrator.

Any student who repeatedly breaks this user's agreement, or is caught stealing computer related items, will be subject to the school's general disciplinary code which could lead to suspension, or permanent loss of right to use school technology equipment.

I have read the following document and agree to adhere to these rules:

First Name: _____ Last Name: _____

Signature: _____

Grade Level: _____ Date: _____