

## Computer Guidelines

**Failure to follow these rules and procedures may result in loss of your privilege to use computers at Rocky Hill. See the *Computer Abuse* section at the end.**

### Lab Rules

1. Students are not permitted to be in a computer lab unless directly supervised by a staff member who is also in the lab.
2. Students should put their belongings on the floor, not on the computer table.
3. Students must sign in on the notebook when using a computer.
4. Students may NOT have GUM, FOOD, OR DRINKS IN THE LAB.
5. Students should refrain from personal grooming – no hair combing, etc.
6. Students should not touch the keyboard, mouse, or any other part of the computer until instructed to do so.
7. Students should not touch another student's computer.
8. Ask permission to print. Students should not touch the printers. Teachers will remove papers from the printers.
9. Students should stay in their seats at all times. Raise your hand and wait for a teacher's help.
10. Students should ask permission to move on to another activity or program when finished with a computer assignment.

### Computer Procedures

1. Users may not share their logins or passwords with anyone.
  - a. Your login is composed of your graduation year plus your student ID number.
  - b. Your password has been assigned. Memorize it and keep it written in a secret place.
2. Users must logoff whenever they leave their computers. DO NOT WALK AWAY from a computer unless you have logged off. To log off, go to *Shutdown* on the menu tree. Choose *Logoff* instead of *Shutdown*, unless it is the end of the day.
3. Save your files only to the *My Documents* folder. This is under *My Computer* on the menu tree.
4. Ask permission from your teacher before using a CD, floppy disk, smart drive or flash drive from home. CDs are the preferred method of transporting data.
5. The school is not responsible for any disks or drives that students bring from home. If the disk or drive is lost or damaged, or does not operate, it is not the responsibility of school personnel.
6. If your computer malfunctions, ask permission from a teacher before restarting.
7. Ask permission before using the Internet.
8. Students are not permitted to access personal email at school unless they have been assigned First Class accounts for an instructional project. This means NO HOTMAIL or other Internet-based email accounts EVER - not during class and not during free time. Online services which allow students to email articles to their home accounts MAY be used.

## **Computer Abuse Procedures**

Misuse of computers or other technology is a serious offense and will not be tolerated in classrooms, labs or the media center. The supervising teacher will deal with minor offenses but certain behaviors will result in loss of computer privileges. Serious offenses include, but are not limited to:

1. use of another person's password
2. vandalism of computers, software, or other technology
3. visiting inappropriate web sites or use of the Internet without permission
4. printer abuse such as unauthorized printing or excessive copies
5. accessing unauthorized areas, including personal email accounts
6. changing computer settings without teacher permission
7. repeated minor infractions

Any serious or repeated behavior problems will be reported to an administrator. The consequence for these offenses will be loss of computer privileges, generally for a minimum of 20 days. The administrator will notify the parent(s), teacher, team leader, media specialist, and user support specialist of the suspension of computer privileges. During this time, the student's login and password will be removed and he/she will be expected to do all assignments without the benefit of the school's computers. In addition, vandalism may result in suspension from school (see Discipline Policy).

When the period of loss of privileges expires, the student must apply in writing requesting to have his/her computer privileges restored. This written request must be presented in person to a committee of administrators and/or teachers. Reinstatement of privileges will not be automatic, especially in cases of severe or repeated offenses.

If the student does not follow these procedures for reinstatement of his/her password, computer privileges will remain suspended indefinitely.