

**Computer User Agreement 2013-2014**  
**Explorer West Middle School**

Technology at Explorer West exists to enhance educational opportunities and resources for students and teachers. Appropriate use of this technology is essential for the educational well-being of the institution. Even guided access to the Internet holds the potential for student access to inappropriate websites. Students will be held to high standards for the use of Explorer West technology – a privilege that can be revoked when a student fails to honor either the letter or the spirit of the guidelines listed below. *Please return this form by Wednesday, September 4, 2013.*

**GUIDELINES**

- 1) Students may work on school computers only during class-time or other teacher-authorized times.
- 2) Students must sign out computers for each time used, and must sign in upon return of the computer. If the computer is to be used by student-partners, both names must be on the log.
- 3) No student(s) other than the signing student(s) may use that particular computer.
- 4) Students may not eat or drink while using computers.
- 5) Students may not alter any aspect of the Desktop (e.g., icons, screen, or screensaver).
- 6) Students may not download software applications to the hard drive or desktop.
- 7) Students may not alter the configuration of computer operating systems or applications.
- 8) Students may use search engines only in the ways prescribed by their teachers; that is, for specific research goals.
- 9) Computers may be used only for school-related purposes.
- 10) Students may not visit web sites that are inappropriate in terms of content or language. Should such a site be stumbled upon accidentally, students must close the window and tell their teacher immediately.
- 11) Students must properly cite all information borrowed or quoted from web sites according to teacher directions.
- 12) Students may store their own documents only to specified computer folders.
- 13) Any attempt to intentionally alter work of a teacher or other student without permission is strictly prohibited.
- 14) Students should not store any information on the computer or server that they consider personal or private.
- 15) Use of the computer or server network for cheating and/or copying is strictly forbidden.
- 16) Students may print documents only with a teacher's permission.
- 17) Students may not play any computer games.
- 18) Students may not attach peripheral devices to computers without teacher permission.
- 19) Students may not listen to music on computers unless directed to do so by a teacher.
- 20) Students may not use computers for email, instant messaging, or chat rooms.
- 21) Students may not use CD-ROMs or flash drives unless directed to do so by a teacher.
- 22) Students may not use offensive language in any documents created on the computer and should check with a teacher if they are unclear in this matter.
- 23) Students must always show the greatest concern and care for the health of the computer by unplugging, plugging, and moving it carefully.
- 24) Damage to or malfunctioning of computers must be reported immediately to a teacher.

***I agree to honor both the letter and spirit of these guidelines, knowing that failure to do so may result in loss of access to Explorer West technology and additional disciplinary action.***

Student \_\_\_\_\_ SignatureX \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ SignatureX \_\_\_\_\_ Date \_\_\_\_\_