



Code of Conduct for Computer Use

The goal of computer access at school is to build technology skills, information gathering skills and communication skills. Students have the privilege to use computer workstations, the school network, e-mail, and the Internet **for school assignments only**.

Student Responsibilities: In order for the school to provide sound educational opportunities via its computer network, each student at Promesa Public Schools must use computers, other technology equipment, and the network responsibly.

Responsible students use computers, other hardware, and printers carefully. Students will leave a computer working in the same condition as they found it; namely, making no setting change that alter the computer's appearance or function; avoiding damage to the mouse and mouse pad, keyboard, monitor, printers, and furniture; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible students use the Internet appropriately. The student is responsible for all web pages accessed. Students must earn Internet authorization by studying the Code of Conduct for Computer Use and passing a quiz on its contents with a 100% score.

Students are not allowed to access, use, or possess pornographic, gang-related, violent, or illegal material, inappropriate or offensive text via e-mail, chats, blogs, or other means; or files deemed dangerous to the integrity of the Promesa Public Schools network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software, or data.

Students must comply with the following safety rules for Internet use. Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Students should never agree to meet or to send any picture to someone they have communicated with online.

Responsible students respect the privacy and rights of others. Students must keep their computer account and password private; if students have a group project, they will arrange with their teacher to create a shared folder for that particular assignment.

Students may not access student records of other students. Students may not alter any network address or identifiers. Students may not copy software from computers, or destroy or damage another person's files - or messages. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate, or supervise it. Students must create their own work and properly cite research sources. Copying someone else's work is plagiarism and will result in a failing grade and disciplinary action. Students may not use school computers, the school network, or the Internet to make inappropriate or negative comments about other students, teachers, administrators, or the school.

Responsible students maintain the integrity of the school network. Students have the responsibility to report all violations of privacy. Students are accountable for all e-mail sent or received under their user accounts. Students may not use the network or labs for wasteful or frivolous purposes including, but not limited to; playing games, using chat programs, listening to music, watching videos unrelated to a

school assignment, participating in “chain letters,” writing blogs unrelated to a school assignment, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the student’s responsibility to follow all computer lab rules and obey supervisors of the labs.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school’s Internet account may be treated like school lockers. The school reserves the right to any and all e-mails/messages sent on or within school property. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____