

Guidelines for Computer Use:

1. Before anyone can use a computer at school, a "Computer Use" contract as well as an "Acceptable Use Policy" (these are in the students' files in the office) contract must be signed and filed.
2. All computer use at school by students shall be **limited to class assignments or school-related projects**.
3. Food, drinks, or candy should not be consumed near any computers.
4. CDs may only be used with prior permission by a teacher. If work is saved, it should be save on the CD, instead of the hard drive. If disks are brought from home, they should be scanned for viruses before using them.
5. Printing in the computer lab is not permitted by the students. If a student wishes to print, he/she may copy it to a disk and print it at home.

Procedures for Your Behavior in the Computer Lab:

1. **Food, drinks, candy, and gum** are **NOT** allowed in the Lab.
2. Students must have **clean hands** before using the computers.
3. Students must be accompanied by a **licensed teacher** while in the computer lab.
4. Students are expected to enter the room and sit at the **assigned computer or table without talking or exhibiting any other poor behavior**.
5. Students are expected to sit up straight in their assigned chairs, keep both feet on the floor (or as near to the floor as they can get), and keep all four chair legs on the floor.
6. There are many wires and connections needed for the computers to work. Students are **not** to tamper with them.
7. **Listen carefully and follow the directions.** After the teacher has given directions to the students, students may begin the assignment.
8. Students will work to the best of their ability on their assignments. Any assignments requested by a teacher may be **graded and counted as a test grade**.
9. Students should use the headphones (if available) appropriately.
10. Students should not try to change the adjustments on the monitor or computer setting at any time. (Don't press buttons on the monitors or the computers.)
11. **Keyboards** should remain on the table lying flat.
 - a. Students should **NOT** attempt to type on their neighbor's keyboard.
 - b. Pencils or erasers are **NOT** for pressing keys - use your fingers.
 - c. It is not necessary to bang on the keyboard. A light touch is all that is needed.
12. About 5 minutes before the end for your class time, you will **EXIT** the program at the teacher's directions, and get back to the login screen by **LOGGING OUT**.
 - a. Collect your materials to be returned.
 - b. Gather any paper that needs to be thrown away so you can put in the garbage can on your way out.
 - c. Wait to be dismissed by tables. Push in your chairs so people can pass.

If you wish to use any of the computers at IICSN, the attached form must be signed by both you and your parent and returned annually before the student can use school computers. **Sign the form and return it to your homeroom teacher.** If no form is on file, you will not be allowed to use the computers on campus for any reason.

Consequences:

If students violate the computer contract, the following actions will be taken:

1. First Offense - Student will not be allowed to use any computer equipment for 1 week (5 school days) and a letter will be sent home to inform the parent/guardian of the violation and consequence.
2. Second Offense - Student will not be allowed to use any computer equipment for three weeks (15 school days) and a letter will be sent home to inform the parent/guardian of the violation and consequence. In addition, both student and parent/guardian must resign the contract before computer use will be reinstated.
3. Third Offense - Student will not be allowed to use computer equipment for the remainder of the school year and a letter will be sent home to inform the parent/guardian of the violation and consequence.
4. Other Offenses - Serious violations (ex. security issues, etc.) will be handled on an individual basis.

A. Rules

The following rules apply to the use of computer labs and equipment at IICSN:

Use technology center, library computers and computer labs only to work on school assignments.

No games or personal use (personal letters, personal CD's/DVD's, ebay, online surveys, Facebook, MysSpace, YouTube, etc.).

No music from personal CD's/DVD's or online sources.

Respect the security of any computer systems. Keep **your** password confidential.

Do not copy, modify, or delete files or programs installed on school computers.

Obtain training on the specific equipment before attempting to use.

Use only programs permanently installed on the network and/or hard drives (no personal software may be used on school computers).

Save work on personal disks or student designated drives only, **never on the C-drive (my documents).**

Do no print copies of a document in the lab.

Keep food or beverages out of the technology center, library, computer labs, and away from all computers in the classrooms.

2. Contract

I, _____, have read and agree to abide by the rules above. I understand that any violations of these rules may result in my being denied access to school computer facilities. I further understand that experimenting or tampering with computer security may subject me to prosecution for violation of Nevada statutes as detailed in this document. I also understand that willful destruction of computer property may result in payment of damages equal to the value of destruction to IICSN.

Signature of IICSN Student

Date

Signature of parent or guardian

Date

(2) OFFENSES AGAINST COMPUTER DATA AND PROGRAMS

(a) Whoever willfully, knowingly, and without authorization does any of the following may be penalized as provided in paragraph (b):

1. Modifies data, computer programs, or supporting documentation.
2. Destroys data, computer programs, or supporting documentation.
3. Accesses data, computer programs, or supporting documentation.
4. Takes possession of data, computer programs, or supporting documentation.
5. Copies data, computer programs, or supporting documentation.
6. Discloses restricted access codes or other restricted information to unauthorized persons.

(b) Whoever violates this subsection is guilty of:

1. A Class A misdemeanor unless sub. 2, 3, or 4 applies.
2. A Class E felony if the offense is committed to defraud or to obtain property.
3. A Class D felony if the damage is greater than \$2,500 or if it causes an interruption or impairment of governmental operations or public communication, of transportation or of a supply of water, gas, or other public service.
4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

(3) OFFENSES AGAINST COMPUTERS, COMPUTER EQUIPMENT, OR SUPPLIES

(a) Whoever willfully, knowingly, and without authorization does any of the following may be penalized as provided in paragraph (b):

1. Modifies computer equipment or supplies that are used or intended to be used in a computer, computer system, or computer network.
2. Destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system, or computer network..

(b) Whoever violates this subsection is guilty of:

1. A Class A misdemeanor unless sub. 2, 3, or 4 applies.
2. A Class E felony if the offense is committed to defraud or obtain property.
3. A Class D felony if the damage to the computer, computer system, computer network, equipment or supplies is greater than \$2,500.
4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.