

## **APPENDIX C**

### **Computer Acceptable Use Policy**

#### **Rules and Regulations:**

- The network (LAN) account is free to users.
- A RESPONSIBLE user of the network (LAN) may keep an account as long as the user is a teacher or student in the district.
- Students are obliged to use the computer assigned by the instructor.

#### **Responsible users May:**

- Use the network and the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (email) to other users.
- Use the Internet to explore other computer systems.

#### **Responsible users May NOT:**

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette
- Change any computer files that do not belong to the user
- Send or get copyrighted materials without permission.
- Users must not give their password to anyone.

System operators will have access to all user accounts, including email. If any person does not follow the rules above, his/her use of the network will be cancelled for 6 weeks.

If the user is not sure how to do something on the computer, he/she should ask a teacher or the system administrator in the school.