Eastwood Local Schools
Technology - Acceptable Use Policy - Student

The use of computers is a privilege that comes with certain responsibilities. In order to use computers at Eastwood you must agree to follow these rules and the standards set forth by Eastwood Local Schools. These statements apply to all computers used at Eastwood regardless of their location. When I log on to a computer at Eastwood, I am signing my good name, promising with this declaration that I will not abuse the network system nor that special trust Eastwood places in me.

1. **I will use computers at school for specific, academic purposes approved by my teacher, administrator, librarian, or technology director.**

2. **While doing work on computers at Eastwood:**
   a. I will use only the network account that has been assigned to me to access a computer at school.
   b. I will keep my passwords private and I will not attempt to obtain anyone else's.
   c. I will not attempt to lockout another staff or student account.
   d. I will not change, rename, move or delete any files or folders on the network that do not belong to me.
   e. I will use appropriate language while writing on the computer. This means I will not use obscene, abusive or threatening language that is mean or in any way makes others feel uncomfortable.
   f. I will close all programs, remove any disk, CD-ROM or DVD that is in the computer, and log myself out after I am done using the computer.

3. **While using the Internet and Email at Eastwood:**
   a. I will use only the email account that has been assigned to me to access school email.
   b. I understand that my email account is monitored. Any messages I send or receive can be viewed by an administrator (e.g., Principal or Superintendent) of Eastwood Schools.
   c. I will keep personal information, such as my address, telephone number, parents' name/address/telephone number, or the name and location of the school private, unless I have permission from a teacher or administrator.
   d. I will not send a picture of myself to anyone on the Internet.
   e. I will tell a teacher or administrator immediately if I come across any information that is inappropriate or that makes me uncomfortable.
   f. I will participate in chat rooms or instant messaging on Eastwood computers only if I have permission from a teacher or administrator.
   g. I will respect the rights of copyright owners by using proper citation for any site that I use to copy or save text, images, sound or video files to use in a research project.
   h. Email chain letters are prohibited. I will not participate in forwarding chain letters that I receive in my mailbox.
   i. I will not exchange email with someone I do not know, unless permission is given by a teacher or administrator.

4. **While using the computer equipment at Eastwood.**
   a. I will only use the printers with approval from a teacher or administrator.
   b. I will not eat or drink while working on computers in a computer lab, library, or classroom.
   c. I will not bring software from home for use on school computers unless I have permission from the technology director.
   d. I will not bring computer hardware from home for use on the school network unless I have permission from the technology director.
   e. I will not bring computer peripherals to school to connect to a computer unless I have permission from the technology director.

If I fail to abide by any of the above rules, or allow others to act against them, I understand that consequences, such as loss of my computer privileges and disciplinary action, will result.

Parent Signature: _____ Date _____

Student Signature: _____ Date: _____