

Acceptable Use Policy  
For students at ECHS  
2009/2010

Computer Use:

- Students will not be allowed to access the computer lab equipment until completed Parents and Student Agreement form has been signed and returned to the school.
- Students must be supervised when using computer equipment.
- No food or drink is permitted in the computer lab.
- The use of computers for illegal purposes is prohibited.
- Adding, removing or altering programs without the permission of the supervising teacher is prohibited.
- **Using another student's account and/or sharing passwords is prohibited.**
- Students will not attempt to access or destroy the work of others.
- Using a computer to disrupt the network or access other computers or accessories is prohibited.
- Game playing is prohibited unless approved by a supervising teacher.
- Students must obtain permission to print *before* printing.
- Students will be given a limited amount of space for storing information on the network. This amount may be changed depending on curriculum needs.
- Students will not store work on the local computer hard drive.
- Students that encounter computer viruses must report this to the supervising staff immediately.
- Students may not intentionally distribute or create computer viruses.

Internet Use:

- The use of Chat lines is prohibited.
- Web pages can be made only with the permission of the supervising staff member.
- Students that receive messages or are able to view sites that make them uncomfortable will immediately report the occurrence to the supervising staff member.
- Students will not damage, hack or disable the work of others on the internet.
- Students will not access, post or distribute harassing, obscene, racist or explicit material, language or images.
- Students will make use of email only during lunch hours, unless permitted by supervising staff.
- Students will not use the internet for commercial purposes.
- Students will not attempt to trade, sell or buy material over the internet.
- Email messages must be polite, respectful and never obscene or abusive.
- Students may not make use of broadcast email. (Emails with total number of recipients greater than 8.)
- Students may not send messages with other student's names on them.

- Students may not forward or send email chains.
- Students should not give out personal information including home address and phone number. If an address is needed, use the school's address. Never give out phone numbers over the internet.
- Students must credit any downloaded material to the original owner.

Notice:

All messages that are created, sent or received are to be considered the property of the school and should be regarded as public material. The school reserves the right to access and view materials on occasions where the school feels this is needed. All messages may be disclosed to law enforcement or other third parties without the expressed permission of the sender or recipient.

Consequences:

1<sup>st</sup> offence: The student will lose Computer Lab access for 10 school days.

2<sup>nd</sup> offence: The student will lose Computer Lab access for 40 school days.

3<sup>rd</sup> offence: The student will lose Computer Lab access for the 120 school days or the remainder of the school year, whichever is longer.

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 Parents and Student Agreement Form:

Student: \_\_\_\_\_

Parents: \_\_\_\_\_

Date: \_\_\_\_\_

I understand and agree to the rules and expectations as they have been outlined regarding the use of the computer lab and the internet at ECHS. I have read through the rules and expectations and discussed them with my child.

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date

I have discussed the rules and expectations with my parent(s). I will assume responsibility for following these rules and expectations. I am aware of the consequences of not following these rules and expectations.

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date