

CHS Business Department Computer Use Rules

- Respect the equipment
- Follow your teacher's' instructions carefully
- No *unapproved* use of email or instant messaging
- Do not modify settings on the computer; this includes printer settings, desktop wallpaper, and desktop icons. If you accidentally change a setting, notify your teacher as soon as possible.
- If your computer is lagging behind, locks up, or will not run properly, notify your teacher as soon as possible.
- Use flash drives only with teachers' permission
- Record and maintain all files in the folder under your assigned business student login and/or your CHS Google Drive, depending on your teacher's' instructions.
- Use the internet only with your teacher's permission and for approved internet sites only.
- Proofread documents carefully from the screen before printing; conserve ink and paper.
- Keep the classroom clean and orderly; use the provided recycle and waste containers.
- Leave your computer station neat and orderly by pushing up your chair, straightening the keyboard and mouse, and removing waste and belongings from the area before leaving the classroom.
- Do not play any type of games unless they are curriculum-related AND the teacher grants permission.
- Log off the computers properly
- Do not send, create, or view offensive messages or pictures using email or other methods
- Do not download offensive pictures or documents from the Internet
- Abide all copyright laws
- Do not enter the network system or the internet with another person's name or password
- Do not damage computers, computer systems, or computer networks
- Do not trespass into another person's files, folders, or work
- Do not waste storage space on the computers, network, or Google Drive
- Do not use the network for commercial use
- Do not reveal personal information about yourself or others on the internet
- Do not use real-time chat features to talk or chat unless the teacher has granted permission

Dual Credit Ethics Agreement: CHS holds ethical academic practice in high regard. If plagiarism is committed in any way, the student will receive no credit on that assignment, will forfeit dual credit eligibility, and face disciplinary action.

Consequences: Any violation of the above, the CHS Acceptable Use Policy, or other behavior determined to be inappropriate by the instructor will result in the student's internet access being revoked for the remainder of that class. Students will not be allowed to participate in any assignments involving the internet or email for the remainder of the class, and may face disciplinary action. Any violation will be reported to the administration, classroom teachers, and the technology team.

I agree that I have read and understand the rules listed above. I agree to follow these rules as well as all rules in the CHS Student Handbook. I understand that violating them may result in suspension of computer privileges in the classroom and school wide and disciplinary action.

Student's Signature

Date