

Centralia High School Business Department Computer Use Rules

Our goal is to provide a properly working computer for each student in every class. By following these rules, each student can help us reach that goal:



- ❑ Respect the equipment.
- ❑ Follow your teachers' instructions carefully.
- ❑ No use of email, instant messaging, or playing unapproved games.
- ❑ Do not modify settings on the computer; this includes printer settings, screensavers, desktop wallpaper, and desktop icons. If you accidentally change a setting, notify your teacher as soon as possible.
- ❑ If your computer 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 your Business folder under your assigned login.
- ❑ Use the Internet only with your teacher's permission and for approved Internet sites only.
- ❑ Follow the Centralia High School and business department Internet usage agreements in force.
- ❑ Proofread documents carefully from the screen before printing; conserve paper.
- ❑ Keep the classroom clean and orderly; use the recycle containers and waste cans.
- ❑ Do not play any type of games unless they are curriculum-related and the instructor grants permission.

I understand and agree to follow the above rules. I realize that failure to comply with these rules may result in penalties ranging from no credit on an assignment to revocation of computer privileges.

Date

Student