

Technology Use Agreement

In technology classes, students will be using computers extensively. Students will use the school network, various types of software, and the Internet. Firm guidelines must be in place in order to provide students with an enriching learning environment, and also for their personal safety.

Any inappropriate use of equipment is strictly prohibited.

Please read the following carefully and acknowledge on CTE Policies & Procedures online form. Any student violating the provisions of this agreement may be denied access (up to a 30-day suspension from technology) and may be subject to further disciplinary action.

Terms and Conditions:

1. **Responsibility:** Each student is responsible for reporting any misuse of technology. Misuse is viewed as any inappropriate use of the technology or use for other than curriculum-based assignments. Games, music, and videos are specifically NOT allowed without permission of the instructor.

2. **Use:** The technology is for school use only. All computer and Internet use is by the teacher's permission ONLY.

3. **Privileges:** The use of the technology is a privilege, not a right, and inappropriate use will result in a student being suspended from the use of technology.

4. **Network Etiquette and Privacy:** Students are expected to abide by the generally accepted rules of network etiquette. Student files are subject to administrative viewing. Network rules include, but are not limited to, the following:

a. **Login:** All use of the network must be under the student's own login. Passwords must be kept private. If a student is unable to login, or if a student believes someone else is using his/her login, the student must notify the instructor immediately to resolve the issue.

b. **Electronic Mail (email):** If the class incorporates the use of class email, that email is not private. The instructor has administrative rights to email accounts.

c. **Downloads:** Students may NOT download any material including but not limited to Web search bars, decorative cursors, games, and free software.

5. **Vandalism:** Vandalism is defined as any malicious attempt to tamper with or destroy any of the technology. This includes, but is not limited to: the uploading or creation of computer viruses; unplugging cords; moving equipment; changing icons or backgrounds; using proxies or override codes; writing on equipment, desks or books; or physical damage to the technology. Any vandalism will result in the immediate loss of privileges as well as further disciplinary action.

6. **Personal devices:** No software or storage devices may be brought from home. No personal flash drives, headphones, MP3 players, etc. may be plugged into the computer without teacher permission.