

Lansing Christian School :: Student Computer Use Policy

2009 - 2010

Our computers at LCS are provided and maintained for the benefit of all students. You are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behavior on LCS equipment and on the Internet, just as you are responsible for your actions in a classroom or a school hallway. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

Please read this document carefully. Once it has been signed and returned, access to computer resources will be permitted. If you violate these provisions, access to LCS computer resources will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behavior.

Equipment

- Only use the computers for educational purposes.
- Installation, attempted installation or storage of personal programs/applications on LCS computers is not allowed.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work and the work of others at risk. You will be held responsible for any damage you may cause to equipment.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) and mobile equipment (e.g. laptops, PDAs, etc.) with antivirus software and only use them on the school network if they are found to be clean of viruses. If you do not know how to do this, ask a classmate or a staffperson to assist you.
- Food and drink are strictly forbidden in the labs and library.

Security and Privacy

- Protect your work by keeping your password confidential.
- Computer data storage areas are regarded the same way that lockers are. Staff may review your files and communications to ensure that you are using the system responsibly.
- Respect the security that is in place on the computers and network; attempting to bypass or alter settings may put you or your work at risk and may result in withdrawal of access privileges.

Internet and Email

- Access to the Internet is for study or for school authorised/supervised activities only.
- Trying to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Be polite and respectful of others. The use of strong language, swearing or aggressive behavior is not acceptable.
- If you receive an email containing material that is violent, dangerous, racist, or otherwise inappropriate, always report such messages to a member of our staff.

I have read and understand the above and agree to use the school's computer equipment and internet services within these guidelines.

Student Name (PLEASE PRINT): _____ Signature: _____