

Manzano High School • Authorized Computer User Contract

Authorized User Policy

Manzano computer facilities are an integral part of our educational program. Hardware, software, and Internet access are provided to support curricular objectives. Use of these facilities is a privilege and not a right. In order to ensure that computers are used for their intended purposes and that equipment remains usable by all, students using any computers must adhere to some basic rules. The rules are broken down into three levels of users: all computer users, those who access the Internet, and those with access to computer accounts. Failure to abide by these rules will result in loss of privileges and a subsequent inability to complete required assignments.

1. Users of all computer equipment:

- Use each facility for its intended purpose, with teacher supervision, and always in support of educational objectives.
- Follow written and verbal rules and directions set forth by the state, district, lab manager and teacher. These rules may vary from lab to lab.
- If you are assigned a specific workstation, remain at that station during lab time.
- Do not abuse hardware, software, manuals, or furniture (includes graffiti and forcing gum or other objects into drive slots).
- Do not have food, drinks, or gum in any computer lab or near any computer at any time.
- Do not change or rearrange the desktop, screen saver, or program configurations. Stay out of system files and folders. Do not delete or change files without specific authorization.
- Do not copy any commercial programs for your own personal use (software piracy).
- Be considerate of other students. If equipment access is limited, share computers.
- If you are permitted to save files on floppy disks, check them for viruses and report any suspicious programs to a teacher or lab manager.

Violation of any of these rules will result in the following consequences:

1st offense: two weeks loss of computer use and referral to the office

2nd offense: loss of use of computer facilities for the academic year and suspension from school.

2. Users with access to the Internet

The Internet is accessible from several labs. Parents and students should be aware that the Internet is unregulated and students can intentionally or unintentionally access inappropriate materials. All students must be supervised when accessing the Internet. Additional rules that apply to Internet access are written below.

- Use of the Internet must support academic purposes, which does not include playing games or accessing other sites that are unrelated to school assignments.
- Viewing or downloading inappropriate material is strictly prohibited. This includes, but is not limited to, pornography or sexually explicit materials; drug and alcohol related material; and materials that are offensive for political or religious reasons.
- Do not attempt to access sites that are secure and otherwise off limits (hacking).

Violation of any of these rules will result in loss of computer use for the remainder of the academic year and suspension from school.

3. Users with access to e-mail

Manzano maintains e-mail accounts for some courses. A separate form and contract will be issued for these accounts. Students can under certain circumstances access electronic mail from school through other Internet service providers. Students accessing any electronic mail from school computers, regardless of the provider, are subject to these additional appropriate use rules.

- Your use or access of electronic mail must support educational purposes.
- You must use appropriate language in all messages. No profanity, abuse, or threatening/offensive language or ideas will be tolerated.
- You may not use e-mail from school for political advocacy, product advertising or commercial activities.
- You cannot access on-line games or chat lines , unless you can demonstrate that they specifically support a learning objective.
- Be cautious! Do not reveal personal information such as your address or phone number to unknown persons or agree to meet anyone that you do not know.
- Do not use another person's account or password.
- E-mail accounts are monitored by the system administrator. Messages or actions that are illegal will be referred to the appropriate authority, which is frequently the FBI.

Violation of any of these rules will result in loss of computer privileges, suspension, and possible referral to law enforcement agencies.

Student contract

I understand these rules and agree to abide by them while using all computers at Manzano High School. I further understand that violation of these rules will result in loss of access privileges, disciplinary action, and possible legal action or referral to criminal authorities.

_____ student

_____ date

Parent contract

Parents, please read this carefully before signing

As the parent or guardian of this student, I have read and understand Manzano's policy.

- I understand that computer access is restricted to educational use.
- I understand that violation of the rules could result in loss of credit for a class.
- I accept full monetary responsibility for damages my student causes to any equipment and/or software.
- I realize that it is impossible to restrict access to inappropriate or controversial materials on the Internet, and will not hold Manzano High School or Albuquerque Public Schools responsible for materials so acquired.

_____ parent

_____ date