606.06R4 Guidelines for Use of Computers and Equipment

Friday, August 11, 2023

GUIDELINES FOR APPROPRIATE USE OF COMPUTERS AND ASSOCIATED EQUIPMENT

The use of computers, associated equipment, network resources, and the Internet is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges. The administration, any faculty member, or the director of computer services may recommend that user privileges be suspended or revoked. Any school administrator, the director of computer services, or a student's teacher may temporarily suspend a student from use of the school district's computers for unsupervised or research purposes until the situation has been presented and acted upon by the principal.

The Computer Laboratory.

The computer laboratory will be open during normal school hours during the days that school is in session. Permission to use the computer laboratory at other times must be granted by the director of computer services or by a faculty member. If permission to use the computer laboratory during time that school is not in session the staff member granting the permission must be present during the time the laboratory is open. During the time the laboratory is closed all computers and associated equipment will be rendered inoperative in such manner that the computer system can not be accessed from an outside source. These same guidelines will hold true for computers that may be located in specific classrooms.

The priority for using computers within the laboratory shall be:

I. Class Assignments.

II. Research Projects.

III. Internet Research.

IV. Use of Programs on Systems.

Rules for using computers within the laboratory:

1. Students using the computer laboratory not under the direct supervision of a teacher are to sign in and give a brief description of work to be done. If a teacher brings a group of students into the laboratory for an instructional session, he or she should sign in for the group. In addition to knowing who is using the computers the signing in will provide information as to what software is being used, the need for additional hardware, or the need for additional software programs.

2. No food or drink shall be allowed in the computer laboratory.

3. Be courteous to others. Do not interrupt others using computers.

4. Do not sit on computer tables. No 'horse play' around computers.

5. Clean up around your computer station before you leave.

6. If it appears that you are the last user, shut the computer down when you are finished.

7. The staff member supervising the computer laboratory at the end of the school day should see that all systems are shut off, all computers and associated equipment are present or accounted for and are secure, room lights are shut off, and the classroom door has been locked.

8. If any piece of equipment in the computer laboratory has been temporarily placed on loan or has been removed from the laboratory for any reason, the information should be so recorded and kept in a place so that it can readily be checked by all teaching and custodial staff.