

CCA STUDENT COMPUTER ETHICS CONTRACT

Computer equipment at CCA is for academic use only. In order to have computers and software available for every for every student enrolled in our school, it is imperative that the equipment be used properly. It is important that the integrity of equipment be maintained for use by every student. It is required that all students who use computers at CCA sign the following behavioral contract acknowledging these guidelines:

I will not use another student or staff's login. I will log in as myself only.

I will not touch the keyboard, monitor, mouse, power switch, etc., of a computer other than the one I was assigned.

I will print only what I am given permission to print.

I will be courteous to the next user by saving all my work to my own folder or flash drive.

I will not eat or drink while using the computer and will leave the area clean for the next class.

I understand that copying, saving, installing, deleting, or otherwise tampering with or disabling any program, icons, shortcuts, or data is **STRICTLY FORBIDDEN**.

I will not access the Internet, E-mail, chat room, newsgroups, games, or any type of message sending or receiving programs unless I have permission from the teacher.

I understand that viruses, malware, spyware, are a serious threat to computers.

Therefore, I will not use any unauthorized CD, USB or memory card, nor will I download anything from the Internet without the permission of my teacher.

I will not move or remove any part of the computer equipment.

I will use the computer only to create or access materials appropriate to school activities.

I will not damage the equipment. This includes, but is not limited to, dropping throwing, striking, inserting foreign objects, or rough handling. **If DAMAGE OCCURS, IT IS MY FINANCIAL RESPONSIBILITY.**

I will keep my hands and feet clear of all cables, cords, wires, and switchgear. ■ & d