

# OAK MOUNTAIN MIDDLE SCHOOL

## Business Department Computer Policies

I have read the *Acceptable Use and Practices Regarding Technology* in the *SCBOE Student Code of Conduct* and the following policies and agree to abide by them. I realize that failure to adhere to these policies will result in punishments, including fines and/or payment for any damages that are incurred because of my negligence or purposely vandalizing the equipment.

- ✓ Students must receive permission from the teacher before inserting any diskette, CD's, USB or flash drives from home into the classroom computer or using any personally owned technology device.
- ✓ I understand that using the Internet is a privilege and that it will be used for educational purposes only. I will not download files, write or check e-mail, visit chat rooms, use instant messenger, tweet, or visit inappropriate or unassigned sites when using the Internet. I will only access the Internet with the permission of my teacher.
- ✓ I will not pirate any software. Illegal copying is against the law. I will abide by the copyright laws, which carry strict penalties if broken.
- ✓ I will not vandalize any type of technology or computer equipment or computer accessories.
- ✓ I will not tamper with the network or erase/alter any files that do not belong to me.
- ✓ I understand copying files from another person or allowing someone to copy files will be considered cheating and punished accordingly.
- ✓ I will not change any of the settings on the computer, i.e. screen savers, wallpaper, icons, etc. I realize that the computer I am assigned does not belong to me; therefore, I do not have the right to make changes unless instructed to do so by my teacher.
- ✓ I understand that the equipment I am using in class was purchased with student fees and taxpayer money. It is the property of the state of Alabama. I will report any problems regarding my computer to my teacher immediately.

Failure to adhere to rules regarding the computer will result in a Class II/III offense and payment for repairs, if any, as outlined in the *Shelby County Code of Student Conduct*. The severity of the punishment will be determined on a case by case basis, depending upon whether actual damage is done to the equipment, the amount of damage, and the amount of time necessary to correct any problem(s) caused by the student.

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Parent/Guardian Signature

(PRINTED) Parent Signature

Date

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Student Signature

(PRINTED) Student

Date

Period: 1    2    3    4    6    7

Grading Period (circle): 1st    2nd    3rd    4<sup>th</sup>    nine weeks.

