

Rules for Computer & Network Use

1. **Do-** Follow all rules in the "Acceptable Use and Internet Safety Policy" as detailed in the Board of Education Policies & Guidelines Manuals and the web site www.mogadore.net/aup.
2. **Do-** Ask a staff member for assistance when unsure of how to do something or you have a problem.
3. **Do-** Remember computer use is a privilege and not a right, violation of rules or disruptive behavior will result in loss of computer privileges and/or other disciplinary action.
4. **Do not-** Remove or Add any programs or files to computers. Do not copy district software for home use. Please see the Librarian for a collection of Open Source Software that you can legally install at home. This software is compatible with files produced by district software and is available for you to check out of the library, take home and install on your computer.
5. **Do not-** Change system settings, control panels settings, log-in settings, passwords, preference files, user settings, IP addresses, *.ini or *.reg files, etc. Do not add, remove or change any desktop icons, background colors or graphics.
6. **Do not-** Change Internet Browser settings (i.e. Internet Explorer, FireFox etc.), change home page install any type of "plug-in", "toolbars" or other browser add-on (such as Hunt Bar, Gator, Yahoo Tool Bar, etc.). Do not add or remove any Internet bookmarks/favorites unless instructed by your Teacher
7. **Do not-** Unplug cables or open computer cases, mice, keyboards, monitors or other peripherals.
8. **Do not*-** Have any food, beverage, candy, make-up, white out, other liquids or chemicals near computers.
9. **Do not-** Force disks or CDs into or out of drives or place foreign objects in drives. Do not put damaged disks into a drive. If a diskette become stuck in the drive ask a teacher for assistance. Do not attempt to pull jammed disks out of a drive.
10. **Do not-** Visit inappropriate Internet sites. If you accidentally encounter an inappropriate site, immediately leave that page or exit web browser program.
11. **Do not*-** Download files from the Internet to the computer's Hard Drive or Network Drives. Do not download, upload or share music, audio or video files.
12. **Do not-** Attempt to learn other's passwords, "steal" passwords", use any type of password or keystroke intercepting program or device, share your password with other users or attempt to turn off or circumvent any district security software.
13. **Do not-** Use any "hacking" software, attempt to access restricted computers or files, upload a worm, virus, Trojan, "time bomb" or any other harmful form of programming, bypass proxy servers or filters, install any type of server, aliasing/spoofing, peer-to-peer networking or remote-control software (including but not limited to: "Napster like programs", KaZaA, Grokster, Limewire, FTPservers, BackOrifice, PCAnywhere, VNC, etc.). Do not download and/or install any type of Adware, Spyware or Malware. Possession of and/or distribution of any of the above software tools designed to facilitate any of the above actions will also be considered an offense.
14. **Do not-** Waste paper and toner by printing the same page multiple times (be patient printing often takes a few minutes, especially across the network), printing excessive Internet web pages (print only the page(s) needed or copy information you need, paste it into a word processing program then edit, save on disk and/or print as needed), etc.
15. **Do not-** Bring viruses, spyware or other malware to our computers. Use only approved disks or memory drives. Don't share your disks with others. Always remove all disks before turning on or rebooting computers. If you must use disks from school at home, install and use a current virus detection program on your computer.
16. **Do not*-** Send Messages across the network utilizing Novell, Windows, Instant Messenger or any other program. Do not install any type of messaging software on any computer.
17. **No-** "Roughhousing", running or throwing objects near computers.
18. **Do not-** Violate any other building or classroom student rules during the use of computer technology.

** These rules do not always, as written, apply to staff members of the district. All other rules apply to both students and staff*