

Computer Lab Guidelines

James Madison High School prides itself on providing the best possible computer facilities for its students. Students are urged to take pride in the appearance of the lab including the equipment, furniture, and property and understand that **use of computer lab is a PRIVILEGE, not a RIGHT**. Therefore, inappropriate use of computer labs will result in cancellation of these privileges. These rules are effective for all classes and subjects.

Before using a computer, each student **must**:

- Review Computer Lab Guideline with their teacher
- Sign Computer Lab Guidelines, return to the teacher
- Sign the NEISD Acceptable Use Policy ([AUP](#)), return to the teacher

Unacceptable Behavior:

Students engaging in any of the following inappropriate behaviors will be referred to the Technology Administrator for computer lab violations:

- Bringing food or drinks including closed containers into the lab
- Removing disks from the lab or bringing in outside disks or plugging USB devices into the computer without teacher permission
- Using games or headsets, unless directed by the teacher
- Changing system settings
- Accessing unauthorized programs and files
- Damaging lab equipment including but not limited to:
 - Switching keys
 - Cutting cables
 - Defacing furniture
- Damaging and/or defacing computer hardware
- Creating and/or printing inappropriate output using foul language and/or graphics
- Installing, copying, deleting, or altering system software
- Using unauthorized data disks
- Copying, altering or deleting the work of others

Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy equipment, materials or data. Deliberate attempts to degrade or disrupt system performance including, but not limited to, the uploading or creating of computer viruses will be viewed as violations of campus policy and regulations and, possibly, as criminal activity under state and federal laws. Vandalism will result in the cancellation of computer lab privileges, and/or software.

Computer Lab Guidelines

Network Access:

Students will be working and saving to the NEISD network system. Students are expected to follow the following rules as it pertains to network access:

- Students must obtain teacher approval before saving anything other than our class work on the network.
- Only school related work should be saved on the network.
- Only those printers previously installed and approved by the teacher will be used on the network computers.
- Personal diskettes, CD ROM's, flash drives, or any other storage devices will not be used on the network computers without teacher permission.
- Students will not share passwords.
- Student will not send network messages.
- Students will only login to their OWN ACCOUNT.
- Students will not add, remove, or modify files in any other student's account.
- No MP3, WMA, WAV or and other music or video files will be downloaded or saved on the network or computers unless directed by the teacher.
- No large graphic files will be downloaded or saved on the network.
- No games will be downloaded or saved on the network, used from diskettes, CD's, flash drives, or other storage devices.
- Students will not attempt to disable or delete lab management software.
- Students will immediately report to their teacher any violation of Network guidelines.
- The Internet may be USED ONLY with teacher permission.

Lab Etiquette:

All students are expected to observe Computer Lab Guidelines. Students observing violations and failing to report the violations to the teacher will be considered as an accessory to the guidelines breach.

Discipline Actions:

Violations listed in this document are not all-inclusive, but are only representative and illustrative. A user who commits an act of conduct, which is not specially listed, is also subject to disciplinary actions. The following consequences apply to all students referred to the Technology Administrator for violations of Computer Lab Guidelines.

Computer Lab Guidelines

First Offense

- Counseling on Computer Lab acceptable use Guidelines and practices
- Confiscation of inappropriate items(s), if applicable
- Other action(s) as deemed appropriate by the Technology Administrator
 - **Overnight suspension:** Student and student parent(s) must meet in person with teacher and Technology Administrator.
 - ***Possible loss of computer lab use privilege for 3 weeks**
 - ***Suspension and/or alternative education placement**

Second Offense

- Confiscation of inappropriate items(s), if applicable
- Restitution and/or restoration for damages, if applicable
- Other action(s) as deemed appropriate by the Technology Administrator
 - ***Possible loss of computer lab use privilege for 6 weeks**
 - ***Suspension and/or alternative education placement**

Third Offense

- Confiscation of inappropriate items(s), if applicable
- Restitution and/or restoration for damages, if applicable
- Other action(s) as deemed appropriate by the Technology Administrator
 - **Student may be removed from the course with a possible loss of course credit**
 - ***Suspension or long term alternative education placement**

** Students placed in alternative education settings such as ISS and ISS 2 may not have access to a computer. Upon returning to class, it is the student's responsibility to make arrangements with the teacher to make up computer work before or after school within a reasonable period of time designated by the teacher. Teachers have the option of granting an exception to this policy if the student has access to a computer and the appropriate software at home or away from the alternative education setting.*



NO FOOD-DRINKS-CELL PHONE in class