

# Student Acceptable Use Agreement Form

## ALWAYS WHEN USING ANY TECHNOLOGY EQUIPMENT:

- Do not change any settings on the computer or any of its components.
- Make sure the computer is properly shut down as well as the monitor before leaving your station.
- Treat the equipment with respect and care.
- Report any damages or malfunctions to the supervising teacher.

## I ACCEPT THAT:

- The use of technology is a privilege, not a right, and inappropriate use will result on the cancellation of those rights.
- I will use the technology equipment and software for educational purposes only.
- I will always use appropriate language and be polite. I will not use the computer to bully anyone.
- I will not look at anyone else's work on the computer, or make changes, or delete another's work without the permission of a supervising teacher.
- I will not make excessive demands on the network, by downloading music, videos or any similar materials. This might cause an interruption of service for others. No unsupervised downloads are permitted.
- I understand that information on school computers is the property of OEA and may be monitored at any time.
- I understand that any projects stored, with permission, on the server, can be accessed by school personnel. It is essential that all work is stored on a back up device approved by the teacher, or I may lose my work.
- If I am provided with any password, I am expected to keep that password private and respect other students' privacy in the same manner.
- I will not attempt to access any sites that are considered to be inappropriate. School personnel will make sure all students are properly instructed in this area.
- I will not download the work of others from internet sources for research without properly citing the reference. To do so, is plagiarism.
- I understand that it is my responsibility to maintain all notes or projects on 'back up' storage. OEA is not responsible for any damages from loss of data.

- I understand that using a computer is a privilege; therefore, I will **NOT** be permitted to use school computers without the properly signed Appropriate Use Form.  
(Students 18 and over may sign the forms themselves.)
- **ANY FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN LOSS OF PRIVILEGES AND/OR FURTHER DISCIPLINARY ACTIONS.**

**STUDENT:**

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Homeroom \_\_\_\_\_

Birthday \_\_\_\_\_

Age \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_ I give permission for my child to use on and off line computers with the restrictions listed above.

\_\_\_\_\_  
Parental signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name