

# BUSINESS & TECHNOLOGY DEPARTMENT

## Computer Lab Rules

Level	Infraction
1	Have food, candy, gum or drinks at the workstation
1	Modify the desktop setup in any way without permission
1	Use computer for other than school-related activities without permission
1	Play games without teacher permission
1	Open chat lines without permission
2	Access or attempt to access the internet or email without teacher permission
2	Log on with someone else's password
2	Use floppy disks without teacher approval
2	Modify or attempt to modify system files or software on a workstation
2	Submit another student's work as your own
2	Allow another student access to or use of your files
2	Deface lab hardware
2	Download/print files from the Internet without teacher permission
3	Violate copyright laws
3	Damage lab hardware
3	Modify or attempt to modify network settings, software, or system files
3	Access or attempt to access inappropriate Internet sites
3	Use the Internet to publish inappropriate material

Level/ Instance	Consequence
1-1	Verbal reminder/warning
1-2	Administrative Referral/parent notification
1-3	Drop from class with grade of U
2-1	Administrative referral/parent notification
2-2	Drop from class with grade of U
3-1	Administrative referral/parent notification/drop from class with grade of U

\*All repair charges resulting from infractions will be billed to the student.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student User  
Internet Access Release Form

As a condition of my right to use the Snohomish network, I understand and agree with the following:

1. To abide by the Snohomish Acceptable Use Procedures and Code of Conduct.
2. That administrators have the right to review my material stored in Snohomish network files and to edit or remove any material, which they in their sole discretion believe may be unlawful, obscene, abusive, or otherwise objectionable, and I hereby waive any right of privacy that I may otherwise have to such material.
3. That the Snohomish School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the Snohomish network, including, without limitation, access to public networks.
4. That the Snohomish School District does not warrant that the functions of any of the Snohomish network will be error-free or uninterrupted.
5. That the Snohomish School District shall not be liable for any direct or indirect, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the Snohomish network.
6. That the use of the network, including use to access public networks, is a privilege which may be revoked by administrators at any time for violation of the network Acceptable Use Policy and Code of Conduct.
7. In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Snohomish School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the network.
8. Network Code of Conduct.
  - a) I will protect my logon and personal information from others. I will never give out information such as my home, work, and school addresses/phone numbers, credit card, Social Security, or driver's license numbers.
  - b) I will respect the privacy of other users. I will not use others' passwords.
  - c) I understand the Internet is being used for research and schoolwork. I will not use it for other uses while at school. I will not use it for my entertainment only.
  - d) I will be ethical and courteous. I will not send hateful, harassing, racist, sexist, or obscene messages.
  - e) I will not develop or distribute programs or messages that harass other users or infiltrate a computer. I will not "hack" the system. [Viruses, worms, "chain letters," global mailings, etc.]
  - f) I will maintain the integrity of files and data. I will not modify or copy files/data of other users.
  - g) I will obey copyright laws.