

GRCHS GENERAL TECHNOLOGY GUIDELINES

- 1) Students must read and be familiar with the GRCSA Acceptable Use Policy.
- 2) Students are responsible for treating school equipment with respect.
- 3) Students may access only those programs on the desktop or through the Start menu.
- 4) Students are responsible for refraining from any non-academic use of equipment, except as specifically authorized. Such use includes but is not limited to personal communication (email, chatrooms, forums...), software installation, game playing, online development of personal web pages, streaming video, streaming audio, and/or ftp file transfers.
- 5) Students using school computers have **limited** Internet personal browsing privileges. They must have staff permission, must sign in and indicate the purpose of their search, and are accountable for any Internet sites they visit.
- 6) Students are responsible for any material they produce.
- 7) Students are responsible for obtaining permission for personal printing and paying the appropriate costs.
- 8) **NO FOOD OR DRINK** is allowed in the computer labs, the library, or when working with a laptop computer.
- 9) File storage devices: 3 ½-inch floppy disks used in school machines **must** have a **plastic** clip—no floppies with metal clips are allowed.
- 10) Consequences for violating these General Guidelines range from fines to loss of equipment use privileges for a specified period of time.