

Computer & Lab Guidelines

1. Software is protected by copyright laws. Do not make unauthorized copies of software found on school computers or on the Internet. Do not give, lend, or sell copies of software to others unless you have the written permission of the copyright owner or the original software is clearly identified as freeware or in the public domain.
2. Do not play games or use school computer resources for other non-academic activities. Opportunities will present themselves throughout the year.
3. **Food or drink is prohibited** in the computer lab.
4. Do not waste or take supplies, such as paper, digital tablets, and CDs unless otherwise given permission.
5. Do not vandalize equipment or data. Vandalism includes any attempt to take, harm, or destroy hardware, software, or data of another user either willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Do not use any software programs that have not been specifically authorized by your instructor.
7. Do not create, delete, copy, or change any file or files on the hard drive of a school computer. Files should be saved in your home directory on the school server not on the hard drive. Files available on the student common drive should not be edited or deleted unless you are the creator of that file.
8. Do not make any changes to the operating system or configuration files of any school computer. This includes desktop wallpapers, screensavers, or themes.
9. Do not load or run any personal software, including chat clients or games.
10. All external storage devices used outside of the school will be scanned by the computer for viruses
11. Do not attempt to make repairs on a computer's internal hardware, configurations, software, or peripherals (such as printers, monitors, keyboards, digital tablets, or scanners).
12. Do not rearrange, delete, add, or otherwise change the desktop settings or appearance of any school computer unless given permission.