

## Portland Christian School – Policy for Acceptable Computer Use

As a student at Portland Christian School I agree to comply at all times with the following rules regarding my use of PCS computers. I understand that any violation of these rules or misuse of the Internet will be reported to my parents. I further agree that I am financially responsible for the cost of repairing damage done to PCS software or hardware or the cost of replacement should it be lower.

- I will use school equipment for educational purposes only.
  - I will not tamper with computers, monitors, printers, scanners, or other computer-related equipment without directions and receiving consent from a teacher.
  - I will not change any settings to the Windows operating system – including screen saver, desktop wallpaper, and those in the Internet Explorer.
  - I will not trespass into other's files or folders, but will respect them as private property.
  - I will not bring any file, including homework, or other software (programs) from home to use on school equipment via CD's, DVD's, diskettes, memory sticks, etc.
  - I will not install any program on a school computer, including "messenger" programs.
  - I will try to keep all systems that I work with free from any virus, bug, worm, or Trojan Horse.
  - I will receive permission from a teacher before printing out any information from the Internet.
  - I will not download any software, games, screen savers, wallpaper, or any other type of files other than pictures and text.
  - I will purposely access only school approved web-sites.
  - I will not take information from the Internet and present it as my own work.
  - When communication with others via the Internet during approved classroom activities, I will respect others by always using appropriate language.
  - I will not give out any personal information while on the Internet, such as my full name, school name, home phone, address, etc.
  - I will never enter an Internet chat room.
  - I will notify a teacher immediately of any unsuitable or unacceptable materials accessed.
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**This form must be completed, signed by both the student and parent, and returned to the PCS office BEFORE the student can access any PCS computer.**

### **STUDENT ACCEPTANCE**

**I understand and agree to the rules of the Policy for Acceptable Computer Use.**

**Print Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **PARENTAL PERMISSION**

**I have read and understand the Policy for Acceptable Computer Use including my responsibility for damage to hardware and software. (Please check the appropriate box below)**

***I GIVE permission for my child to have access to the Internet at PCS.***

***I DO NOT GIVE permission for my child to have access to the Internet at PCS.***

**Print Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_