

Abilene ISD Computer Lab Policies

1. Students will be allowed to use ONLY their assigned computers. Students should keep work stations clean and log off at the end of each class period. Students must not move any computer furniture or equipment.
2. Lab fees and supplies are due by the end of the second week of the course.
3. The AISD Acceptable Use Guidelines (AUG) form must be signed by student and parent/guardian and returned by deadline. Students must follow the AUG at all times.
4. Nothing is to be changed or added on the computer, including but not limited to screen preferences, wallpaper, screen savers, desktop icons, etc.; nothing may be downloaded or installed.
5. No games, instant messenger, chat rooms, discussion boards, or Internet sites may be accessed other than those approved by the teacher.
6. Food and drink are not allowed in computer rooms.
7. Students must have permission from the teacher to print to avoid wasting school resources.
8. Students will respect and not vandalize the computer equipment.
9. No electronic devices such as MP3 players, cell phones, CD players, etc. will be allowed in labs.
10. Students must obey all applicable federal, state and local laws (copyright infringement, cyber-bullying, harassment, plagiarism, etc.).

Examples of Minor Offenses

Surfing Internet without permission
Changing computer settings
Saving anything not school related
Bringing electronic devices to class

Examples of Severe Offenses

Multiple offenses
Pornography/profanity
Vandalism/theft
Downloading/installing
Circumventing network security/ filtering programs
Illegal activity (violating copyright law, harassment, plagiarism, etc.)

Consequences will be assessed in accordance with campus discipline plan.

Consequences may include: parental contact, suspension/revocation of privileges, detention, office referral, removal from class, legal action, etc.

Student name (printed)	Student signature
Parent/guardian name (printed)	Parent/guardian signature
Parent email address	Parent daytime phone

Students will not be allowed full computer access until this Lab Policies form and the AUG form are signed and returned.