

CCMMS Technology
Student/Parent Guidelines and Contract

Below are the expectations that will regulate our use of the Internet and school owned devices. These rules have been designed to keep the devices and classroom functioning at the highest standard. In order to have access to Google Drive, the Internet, and devices, please read the following and sign below. These rules are not an exhaustive list and a violation will result in loss of privilege.

1. **I will** follow all procedures for safety of the equipment and other students:
 - a. Computer may be turned on with the button, but must be shut down using the “Start”→”Shut Down” procedure.
 - b. Computer tops may not be closed until the computer has completely turned off, signaled by a blank screen.
 - c. Do not touch the computer screen with your fingers or any writing utensil.
 - d. Only fingers may be used to type.
 - e. No parts, including stickers, keys, or track point may be removed from the computer at any time.
 - f. Students may not rest their hands on the top of the computer screen.
 - g. All computers must stay on the table at all times, unless you have permission from the teacher.
 - h. Computer cords can only be plugged into extension cords, never into the floor ports. Extension cords are plugged into floor ports.
 - i. You may help another student with words, but you may not touch their computer. If something happens to a computer, the student assigned to that computer is held responsible for the damage.

2. **I will** only use devices and internet for educational use, and I will only use the programs the teacher allows:
 - a. Sites other than those suggested by the teacher require teacher permission each and every time used.
 - b. All online activity should be conducted according to HOWL expectations and procedures. If it applies in person, it applies online. Treat others respectfully. Report abuse. Any cyber-stalking, threatening, or online bullying, should be reported to your teacher.
 - c. Guard your personal information. Giving your personal information to other people or companies is unsafe. Do not post personal or identifying information online.
 - d. Offensive or abusive language should not be posted. This includes all-caps, name-calling, and abbreviations.
 - e. Always cite your sources. When you use text, images, or information found online, use proper citations or give your sources full credit.
 - f. Do not read other people’s emails or private documents without their permission. If you see another student has forgotten to log off, be courteous and log them out.
 - g. Examples of not permitted uses: internet games, chat rooms, instant messengers, blogs, fantasy sports, etc.

3. **I will** save assignments on my Google Drive or personal flash drive.
4. **I am** responsible for checking my computer everyday for damage each time I enter and leave the classroom, and will inform the teacher if anything is wrong.
5. **I will not** give any of my passwords to other classmates. I will not ask any of my classmates for their passwords.
6. **I will not** change any of the settings on the computer, such as the desktop, screensaver, or internet settings.
7. **I will be held accountable for damages to school devices.**

Please note: In addition to this contract, students wishing to bring their own device (BYOD) must also sign the BYOD Student/Parent Contract.

Student Name: _____ **Homeroom Teacher:** _____

I understand and will abide by the above guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____