

STUDENT COMPUTER-USER AGREEMENT

Please sign a copy of this agreement, which states that you have read and understand the following rules and regulations for your computer usage.

As a user of an information system, I will adhere to the following security rules:

1. I will use Allamakee Community School District information systems (computers, systems, and networks) only for authorized purposes.
2. I will not load any software onto my School Computer, or network without the approval of my Administrator/Technology Director.
3. I will not try to access data or use operating systems or programs, except as specifically authorized.
4. I know I will be issued a user Login and a password to authenticate my computer account. After receiving them I will secure them so no one else can use them.
5. I will not allow anyone else to have or use my password. If I know that my password is compromised, I will report to my Technology Team for a new one.
6. I am responsible for all activity that occurs on my individual account once my password has been used to log on. If I am a member of a group account, I am responsible for all activity when I am logged on a system with that account.
7. I will not give my password to any person to include another student.
8. I will not tamper with my school owned computer to avoid adhering to policy.
9. I will never leave my computer unattended while I am logged on unless the computer is protected by a "password protected" screensaver.
10. I know that it is a violation of policy for any computer user to try to mask or hide his or her identity, or to try to assume the identity of someone else.
11. I know that I cannot place any photos of other students on the network or website with names attached. This includes any credits (names, actors, producers, directors, etc.) scrolled at the end of any video or picture. Any video on YouTube or any other public site is not permitted. Use only the schools website for posting pictures or video.
12. I will not forward chain e-mail or virus warnings. I will report chain e-mail and virus warnings to my Tech Team and delete the message.
13. I will not download file-sharing software (including MP3 music and video files), peer-to-peer software (i.e. Kazaa,) or games onto my School owned computer or network.
14. I will not connect any personal IT equipment (for example, IPADS, IPODS, and phones) to the school network without the written approval of my administrator or the Tech Team.
15. I will comply with security guidance issued by the Tech Team.
16. I know that my actions as a user can greatly affect the security of the system and that my signature on this agreement indicates that I understand my responsibility as a user requires that I adhere to regulatory guidance.
17. I understand that my School owned computer and email accounts may be monitored and I consent to that monitoring.
18. I know I am subject to disciplinary action if I violate computer policy. This means that if I fail to comply with this agreement, I may be subject to adverse administrative action.

Acknowledgement: I have read the above requirements regarding use of Allamakee Community School District computers and network. I understand my responsibilities regarding these systems and the information contained in them.

Computer User Name _____
(Printed) _____ Signature _____ Date _____