

RULES OF THE CHATHAM CHARTER SCHOOL COMPUTER LAB

1. Computers are the property of Chatham Charter School – they are not to be treated as your personal computer.
2. Staff and students may not load/install ANY software on these systems. This includes screen savers, games and programs. Chatham Charter has a responsibility for proper legal licensing of all software and protection from viruses.
3. Access to the CD's in the computer lab closet is limited to teachers only! Students may NOT remove software titles from the closet.
4. **You may not change any settings on the computers** – this means background settings, screen savers, and printer functions. If you think an environment setting should be changed, ask the lab assistant for help.
5. Computer equipment is not to be disassembled in any way.
6. Accessing another user's files without permission is prohibited.
7. If you are having difficulty running a program or using the computer or printer, **STOP** and ask for help.
8. No more than two students are allowed at any computer unless given permission by the instructor.
9. No rough behavior or horseplay is allowed around computers.
10. No food or drinks (or liquid of any kind) is to be brought into the lab area.
11. Hands should be washed and dried prior to the use of the computers.
12. The lab will be closed to all students and faculty during lunch periods and break times.
13. Access to the Internet by students is strictly prohibited without teacher supervision.
14. You will not be allowed to send or receive any email. Checking you home account is prohibited.

Vandalism Policy

1. Tampering with Chatham Charter School computers or peripheral equipment is tantamount to vandalism and will not be tolerated. Employees or parents of students may be liable for costs that occur as a result of such vandalism.
2. Removal of software CD's from the school premises will be considered theft of school property and will be dealt with as such. Software titles are to remain in the computer lab at all times.
3. Violation of the above rules could result in loss of computer privileges for determined period of time.

Please sign below and return to your child's homeroom teacher:

My child and I have read and understand the above rules and are willing to abide by these rules in order for my child to have access to the computers.

Student: _____

Parent: _____

Date: _____