

## Mena High School 2007-2008 Student Acceptable Use Policy

Before you are allowed access to Internet and email at Mena High School, you must have on file with the Business Education Department a copy of this Mena High School 2007-2008 Student Acceptable Use Policy which states the following and is signed by both you and your parent/guardian.

- **I WILL** respect and use with care all the technological resources that I use at Mena High School.
- **I DO** understand and agree that it is a privilege, not a right, to have access to the Internet and email at Mena High School.
- **I WILL** at all times use technology in a moral and ethical manner and observe network etiquette. I will not access any kind of objectionable material using the computers in any respect. I agree that if something is questionable or dangerous to the integrity of the school network, I should not access it or share it with anyone in any way.
- **I DO** understand and agree that I am representing my school when using the Internet and email and should abide by all classroom and school rules when using these services. **I WILL NOT access chat lines or outside email providers (Hotmail, Yahoo Mail, etc.).**
- **I WILL NOT** fill out any form (giving out personal information about myself, including telephone number and address) on any web page without **express** permission from the instructor. I will not send instant messages.
- **I WILL NOT** download anything (sound files, pictures, programs, etc.) without the **express** permission of the instructor. Nor will I run a program over the Internet connection (play on-line games, listen to music, etc.) without permission.
- **I WILL NOT** access on-line journals or blogs of any type.
- **I WILL NOT** print from the Internet or email without permission.
- **I will never tell my password(s) to anyone**, will not allow anyone to use my account(s), and will log off the system when I need to move away from the computer for more than a few minutes. I understand that all activity using my personal computer account(s) is my responsibility.
- **I WILL NOT** insert any file from any type of media into any computer except that which is used in the classroom. Any files brought from outside the school may not be used in any computer without the express permission of the instructor and may be confiscated if attempted.
- **I WILL** notify the instructor immediately of inappropriate messages I receive or become aware of. **I WILL NOT forward email** to more than two people at a time and will inform the instructor of any chain letters I receive. I will not attach files to email messages without the express permission of the instructor. I will not forward inappropriate messages to anyone at anytime.
- **I DO** understand and agree that my email account at Mena High School is not my private property, and will never assume I am the only person who can read my email messages.
- **I DO** understand and agree that if I abuse it, the privilege of using the Internet and email might be revoked at the discretion of the teacher and/or administration of Mena Public Schools.

**I DO** understand that my picture and/or my work may be displayed on web pages created at Mena High School.

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**Printed name**

Student signature (in ink)

Date

I understand that my child has Internet and email access at Mena High School and that he/she will be held accountable for the above statements.

I agree that my child's picture and/or classwork may be displayed on web pages created at Mena High School.

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Parent/guardian signature (in ink)

Date