INTERNET/COMPUTER ACCEPTABLE USE POLICY

PHILOSOPHY OF INTERNET USE

The Internet is a worldwide computer network that allows people to tap into a wide variety of information. At The International High School, we believe that the Internet can help us learn by giving us access to information on many topics from all over the world. Computers allow us to experience most audio, video and animation on the World Wide Web.

There are special responsibilities that come with internet access at IHS and you must sign an agreement to follow the guidelines in order to use it. Please read the guideline carefully before you sign.

YOUR PERSONAL PASSWORD

Everyone at IHS will be given a user ID and asked to create a personal password. You will use your personal user ID and password to gain access to your email. Your password is private and you should never share your password with anyone for any reason under any circumstances.

Your user ID consists of the first initial of your first name and your complete last name followed by an underscore and the year entering the IHS. (i.e. jsmith_07)

DO's

✓ Use the Internet and email in an appropriate way. Appropriate means primarily for educational purposes including research, homework and sending and receiving material that is related to school and learning.

✓ Always keep your user ID and personal password private.

✓ Speak to a member of the technology staff before downloading or installing anything, no matter what it is. Downloading material from the Internet may cause the computers to crash.

✓ Understand that nothing you do can be kept private when using the Internet at IHS. The Department of Education monitors all IHS Internet activities. As a public high school, The International High School may also monitor any activity in its computer rooms.

✓ Give credit for Internet resources that you use in your work. Using information from the Internet is like using information from a book, magazine, newspaper or any other copyrighted source. Cite it appropriately.

✓ Ask for your password to be changed if you feel it is necessary.

✓ *Log off* from your google drive completely before leaving the workstation.

✓ Use the IHS email address which will be given to you for school purposes.

✓ Check your IHS email account periodically for special school announcements.

DO NOTs

x   Do not send personal information about yourself, your family, friends, other students or the school over the Internet. If you receive such a request, leave the request on your screen and speak with your teacher or a member of the technology staff immediately!

x   Do not use the Internet for purposes which are inappropriate in a school, and/or illegal in our society. Inappropriate materials are those materials which are offensive, hateful, racist, pornographic, obscene, violent, drug related or illegal in school or society in any way. Sending or receiving such material is dangerous and hurtful. Consequences range from loss of Internet and computer privileges to suspension and possible arrest since accessing certain inappropriate materials in a school is illegal.

x   Do not share your user ID or personal password (google IDs) with anyone for any reason.   Someone may then impersonate you. Consequences include loss of Internet and computer privileges with further action decided upon as necessary.

x   Do not download programs or any other material before speaking to the technology staff.   You could seriously damage our network. Consequences range from loss of Internet and computer privileges to suspension.

x   Do not expect that what you send or receive over the Internet will be private. LaGuardia Community College monitors all Internet activities and has the power to take away our Internet Privileges if we misuse them.

x   Do not "hack", or attempt to break into any computer network, whether here at school or anywhere. It is illegal. This is a crime and you will be suspended and run the risk of arrest.

x   Do not break damage or steal anything.

COMPUTER LAB RULES

- No food, drinks or gum allowed

- Bring your own USB Flash Drives/headphones

- *Print Preview* before printing to prevent misuse of paper

- You are allowed to print out school works only

- No violent games are allowed to be played in the computer lab

- Using of cell phone is prohibited

- Headphones must be used when listening to music or any media files

- Users are permitted to save files to the local hard drive at their own risk. The Computer lab is not responsible if any files are lost, stolen, or deleted

- Do not try to change any computer configurations

- You will not have access to *C:/* drive

- Do not Shut down completely before leaving

- Speak quietly when working in groups

- No clustering in the lab

- Do not visit any unauthorized websites

- Have respect for all the equipment in this lab

- Do not play around with the chairs

- Do not break, damage or steal anything

- Users are prohibited from installing software on any computer in the Computer Lab.

- If any computer equipment malfunctions, users should not attempt to repair it