

## Hannibal Central School's

### Acceptable Use Policy

Computer accounts are provided so students, staff, and faculty can do assignments, research, and other school-related activities. They are not intended for recreational purposes, or for activities that are not appropriate for school. Computer use is intended for those who are willing and able to use them responsibly. Those who violate the rules may have their accounts terminated.

Please review these rules frequently because they are subject to change.

- \* Federal law prohibits any student from providing personal information including name, address, age, sex, or any other identifiable information on the Hannibal Central School computer network.
- \* Federal law mandates that authorized overrides must only occur for legitimate educational research purposes.
- \* You may not use any computer to look for or access pornographic or other material which is not appropriate for school. Some examples are: tasteless/gross humor, profanity, weapons, gambling, etc.
- \* You may not use any computer for malicious purposes. Some examples are but not limited to; interfering with someone else's account, altering any programs or data, misrepresenting other users or entering restricted areas of the network.
- \* All communications and information accessible via the network including E-mail should not be assumed to be private property. You may not send e-mails to more than 10 recipients without permission from a teacher or administrator.
- \* Use of the computer for games, music CD's, or streaming audio/video, (Ex: radio stations, movie clips etc.) is not allowed without prior permission, unless in an instructional setting (class).
- \* You may not use the school's computers to create, change or add to any web page, unless it is part of a supervised classroom activity.
- \* Internet Chat is not allowed.
- \* Do not download games, or other files from the Internet without authorized permission from the ICS department.
- \* You may not use the computers for buying, selling, or advertising.
- \* No food or drinks are allowed near any computer!
- \* You must sign in where a login sheet is supplied (ex. Librarys).

- \* You may only use Hannibal Central School's e-mail, all other accounts are prohibited.
- \* If you need to print more than 10 pages, please get permission from the staff member in charge first.
- \* You must get permission from your teacher before using any piece of computer equipment, (scanners, cameras, etc.). While using any equipment it is your responsibility to take care of it. No equipment may be moved without permission from the technology director.
- \* The installation and/or storage of copyrighted software and music files for use on district computers by anyone other than the \*ICS department is prohibited.
- \* You may not copy any programs in school to use on your computer at home.
- \* Data disks brought from home must be checked for viruses before they can be used on any school computer.

Any violations of the use of the Internet should be reported to the teacher, librarian or technology facilitator assigned to the user area.

\*Instructional Computer Services