



## Responsible Computer Use Agreement

### Upper Grade Lab

1. **I will treat my computer gently. It is not a toy.** I will not bang on it, stick things in the CD drive, pull on cords or abuse it in any way.
2. **This computer does not belong to me. I will not change any passwords or settings.** I know this makes it impossible for the computer lab staff to fix the computers if they have problems.
3. **I will not touch or mess with another person's computer.** I know this might cause them to lose all the work they have done so far. If I want to help them, I will tell them or show them what they need to do without touching their keyboard.
4. **I will not use the computer or Internet to look at adult materials.** If I come across an inappropriate website, I will notify the computer teacher immediately.
5. **I will not share my personal information (name, address, phone number, age, picture or password) with any person or company on the Internet.** I know I cannot trust anyone you meet over the Internet or anyone who asks for your information, even though they seem nice. I know they are still strangers and they might not be who they say they are. And I will NEVER agree to meet them in person!
6. **I will be polite and positive when on the Internet.** I will not be a bully, use bad language or harass others in e-mail, chat rooms or anywhere else on the Internet. If I can't say it to the teacher, I won't type it.
7. **I will not take or use copyrighted materials without permission.** I know it is against the law to use pictures, videos or articles from the Internet without first obtaining permission from the person who created them. I will cite my sources and put it in my own words.

**I have read and understand all my responsibilities. I also understand that if I do not use the computer responsibly, I will not be allowed to use the computers at all.**

**Student Signature:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Room #:** \_\_\_\_\_