



## **HUNTERDON PREPARATORY SCHOOL**

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## **Computer Use Policy 2018-2019**

*The Hunterdon Preparatory School provides access to the Internet in the computer lab and in each classroom. Students will have the opportunity to access information on the Internet under the supervision of the Hunterdon Preparatory School staff and/or administration. The Hunterdon Preparatory School has established guidelines for its use.*

*This contract clarifies acceptable use of the computers and Internet for students and parents/guardians.*

### **ACCEPTABLE COMPUTER AND INTERNET USE AGREEMENT**

As a student of the Hunterdon Preparatory School I agree to:

1. Follow the guidelines of behavior and language presented in the Student Handbook when using Hunterdon Preparatory School's computers.
2. Be responsible for all my actions on the computer network and the Internet.
3. Protect the privacy of other students. To not read, change, delete, copy or use the computer files of another person without the person's permission.
4. Refrain from installing any program without written consent and review by the network administrator.
5. Not to access any file or insert a CD, flash drive or other removable media into any Hunterdon Preparatory School computer without review for viral infection by the network administrator.
6. Refrain from attempting to access any computer system or equipment at Hunterdon Preparatory School by trying to learn passwords or defeat security measures instituted by staff members.
7. Not upload, download, or bring inappropriate or offensive material into the school. This would include, but not be limited to, any profane, vulgar, or sexually explicit material or material that is violent in content. Materials that reflect racism, bigotry, hatred, or that are in opposition to the standards of the school philosophy are considered inappropriate.
8. Not knowingly upload, download or bring any file containing or linking to a virus, malware, ransomware or any other forms of digital attack.

9. Recognize the value of hardware, software, and all computer related materials; to not misuse or abuse any of these items. To refrain from behavior that might result in damage of any kind to equipment or software.
10. Understand that access to the Internet is limited to academic purposes at the request of specific teachers and under the supervision of a faculty member. To not abuse the privilege of such use and to restrict my Internet access to the assignment given.
11. Keep my password to myself and never use another's password.
12. Respect copyright laws by not downloading or attempting to download copyrighted material. To avoid plagiarism, as defined as the use of another's words or idea as one's own.
13. Refrain from behavior or activity that damages or disrupts the performance of the network.
14. Report any misuse of the network to the computer teacher or administrator.
15. Restrict Internet access to the gateway provided by HPS. The use of Internet connective devices such as cellphones, mobile broadband, hotspot devices and cellular network adapters is not permitted to access Internet sites at any time.

The misuse of the computer and the Internet at the Hunterdon Preparatory School may result on the loss of privileges of using one or both or such other disciplinary action as may be warranted.

The Hunterdon Preparatory School reserves the right to review and to monitor any material through a file server in order to make determinations on whether specific uses of the network are appropriate. The network administrator or school administrators will have access to all user accounts, and each student and his or her parent or guardian acknowledges that the Hunterdon Preparatory School staff and administration may access such accounts.

**AGREEMENT:**

I have read, understand, and agree to abide by the guidelines when using the Internet and the computers at Hunterdon Preparatory School. I realize that violating the above agreement may result in suspension of those privileges and/or disciplinary action.

Student name: \_\_\_\_\_ Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_