

Southwest High School Equipment Agreement

Equipment is a necessary part of any business class. It is therefore very important that special care is taken in using the equipment. Each student will be assigned to equipment and is responsible for reporting any problems with that piece of equipment to the teacher immediately. For this reason the following guidelines will be strictly adhered to concerning students using equipment.

1. Students should check their equipment when they enter the class. Report any problems to the teacher immediately. This includes equipment that is not working properly, keys that have been switched, mouse not plugged in, etc.
2. Take good care of your equipment. If there is a problem, students SHOULD NOT try to fix equipment. Do not plug or unplug anything from the back of the computer. Ask your instructor for assistance. Do not turn off your computer without permission or disconnect from the instructor's network connection to your computer without permission.
3. Do not mark on or write on equipment!
4. Students should not modify the files or operation of the computer in any manner including adding/deleting files, installing software, running other software, changing any files/information on the hard drive.
5. Students should not change the display on the monitor.
6. Students should only use the CTE Server to access the internet.
7. Food and drinks are NOT allowed in the computer lab.
8. No instant messaging or online chats are allowed in the computer lab.
9. Printers and scanners are to be used for school work only.
10. Color printers may only be used with the permission of the instructor.
11. All students are to keep their area clean. Clean up any trash around your area and push in your chair when you leave the lab.
12. All students are to log off when leaving the computer lab.
13. If you need to use equipment before or after school, please schedule a time with the instructor.

DAMAGE GUIDELINES

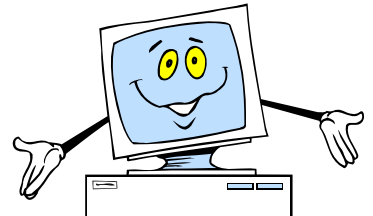
- ❖ Students who are not using equipment responsibly will be restricted from using the computers.
- ❖ Students who continue to misuse equipment will need to bring their parent to school for a conference with the instructor before being allowed back on a computer.
- ❖ Students may be written up and can be suspended from school for damaging equipment.

INTERNET USAGE

1. No personal CD's may be played during class.
2. **No Internet access** during class without **specific permission** from the instructor.
3. No downloading from Internet. Programs are not to be downloaded from the internet for any reason.
4. No printing from Internet without permission.
5. No computer games are allowed to be loaded or played on the computers.

Consequences

Warning
Computer use restricted
Parent Conference
Referral to Office



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I have read the SWHS Computer Lab Guidelines listed above and agree to abide by these guidelines.

Student Signature

Parent/Guardian Signature

Date

Date

Please return this page with signatures to your instructor to be kept on file. Keep the SWHS Computer Lab Guidelines in your notebook.