



Version 1

Acacia Academy Computer Usage Policies

We recognize the Internet as a very valuable resource in the intellectual growth of our students. We also know that unsupervised, unstructured use of the Internet can pose a significant hazard to this growth, and cause damage to the computers. Based on these beliefs we have formulated a set of policies for computer usage at Acacia Academy. We ask that all of our students and their parents/guardians take a moment to familiarize themselves with these policies:

- **Computers are for educational purposes only. E-mail, instant messages, social networking sites, chat rooms or any site that requires a user name or password are for home/out of school use only.**
- **Permission and direction will be given by the instructor prior to turning on the computer, opening any application or visiting any website.**
- **Students will leave all food and beverages, outside the computer lab and away from all classroom computers.**
- **Permission from an instructor must be granted prior to students downloading any images, files, videos, or audio files.**
- **Students will report any problems with their assigned computer to the instructor.**
- **Students are not permitted to fix/repair any school computer.**

Students enrolled in a class in the computer lab must comply with these additional policies:

- **Permission/Direction must be given before turning on the computer, opening any application, visiting any website, or using the printer.**
- **Students will touch and operate only their assigned computer.**
- **All computer settings must stay the same. Report any discrepancies to the instructor or a staff member.**
- **All food, beverages and personal belongings will remain outside the computer lab.**

Students who choose to not comply with these policies will lose the privilege of using the computers for a period of time commensurate with the severity of the violation. Breaking computer lab rules could result in completing alternative course requirements and/or receiving a failing grade for the course.