

## **Expectations And Guidelines For Acceptable Use Of This System**

All users must complete the necessary forms agreeing to follow these guidelines in order to use this system. Violation of guidelines or policies of the Round Rock Independent School District may result in disciplinary action and loss of the privilege of using the system, and/or criminal prosecution.

### **System user:**

- This system is to be used for educational purposes only.
- Respect the property rights of others by obeying all copyright regulations and regulations for use of software, electronic resources, and equipment.
- You may not use this system for any illegal purposes.
- You may not use this system for selling products or services, or for lobbying.
- You may not use another user's ID or password.
- You will respect the files of other students who share this system with you. You will not alter, deface or delete your classmates saved files.
- You may not upload or download programs to or from this system without proper supervision.
- Use of these systems may be monitored and files and communications are not considered confidential.
- You may not harm, misuse, or destroy any of the equipment, software, or programs that are part of this system or any other agency or network accessible through this system. Any such harm or misuse is subject to disciplinary action and/or criminal prosecution.
- If you identify or know of a security problem on the system, you must notify the instructor and you must not demonstrate the security problem to other students.
- You must follow proper etiquette (netiquette) when using this system.
- Exemplary behavior is expected on "virtual" field trips, video conferences, or screen-sharing communication sessions.
- Remember that you are representatives of Cedar Valley Middle School. The instructor will monitor your use of this system to ensure that you are following the guidelines.
- The ultimate success of this system is dependent upon the honor, integrity, and exercise of good judgment by each individual user.

## **Appropriate Use of the Internet**

1. Use of classroom computer systems must be to support the mission and goals of this class.
2. All Internet use by students must be supervised by the instructor.
3. No student should type their own or anyone else's name, address, phone number or other personal information into anything on the Internet without teacher supervision.
4. Streaming or downloading video from websites such as YouTube and Google Video are prohibited unless specifically instructed to do so by the teacher. Unauthorized use of these types of websites will result in disciplinary action and loss of Internet privileges.
5. Streaming or downloading audio from the Internet is prohibited unless specifically instructed to do so by the teacher. Unauthorized use will result in disciplinary action and loss of Internet privileges.
6. Using class computers to play online or offline games are prohibited unless specifically instructed to do so by the teacher. Persons found playing games without permission will result in disciplinary action and loss of Internet privileges.

## **Netiquette on the Internet**

All users of the Round Rock public schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for communication on the Internet and other online services. Breaches can result in "flaming" – harsh criticism by other on the Net – or restricted access to some resources on the Internet. These rules of behavior include the following:

- Be polite. Do not become abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone numbers or those of other students or colleagues.
- All communications and information accessible via the network should be assumed to be private property.
- Keep paragraphs and message short and to the point. Focus on one subject per message. Always include a subject line in email.
- Abbreviate when possible and edit out when you are quoting others in e-mail. Try to conserve space whenever possible.
- Include your signature at the bottom of e-mail message. Your signature footer should include your name and Internet address.
- Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word may also be used to make a stronger point.
- Remember that humor and satire can be misinterpreted. Be judicious in your choice of words.
- Minimize spelling errors and make sure your message is easy to understand; however, remember that many people all over the world use the Internet. Please do not criticize another person's use of grammar or spelling.
- Cite all quotes, references, and sources. Copyright applies to electronic information.
- Never send chain letters through the Internet.

