

COMPUTER LAB TERMS OF USE – STUDENT COPY

rev ej2.0

1. The GHCA Computer Lab is provided for educational purposes. Using a GHCA computer for games, personal Internet use (email, Facebook, etc.), or other non-academic reasons is prohibited unless special permission is granted by your teacher.
2. You will have your account, protected by username and password. This allows you to customize your account, including color scheme, background picture, desktop items, etc. Files saved to your home directory will be accessible only by you, from any computer in the lab! Do NOT to give your password to anyone else, and do not allow others to use your account without permission from your teacher.
3. Computer equipment is to be treated with care. Abuse of equipment or furniture is not tolerated! Abuse includes banging the keyboard / mouse, hitting or stacking books on the computer or monitor, unplugging cables from the back of the computer, writing on the equipment or tables, carving the desk, picking at the mouse pad, etc. Such abuse is treated as vandalism and will result in appropriate discipline, including detention or suspension and a fine to replace damaged equipment.
4. Your computer workstation area is to be left as it was found or better. You are expected to clean up after yourself, return the keyboard and monitor to a neat and tidy position, and to push in your chair before leaving. It is also important that you log off your account before leaving (please leave the computer on).
5. The computer lab is connected to the outside world via a high-speed Internet connection. We have special Internet filters to protect students from “bad” websites, but no filter is perfect. Please notify your teacher at once if you accidentally encounter something inappropriate online.
6. The intentional viewing of material deemed inappropriate, including pornography, drug sites, file-swapping, gambling, or other such websites will result in immediate discipline, which often includes suspension! Your use of the computer should reflect the Christian values that GHCA stands for.
7. Your account is stored on a server owned by GHCA. You are allowed approximately 50 Mb of storage for school-related material. While other students cannot usually access your account, the system administrator has full access to all accounts. Your actions are recorded in data logs, meaning that we have records of what websites you have visited, what programs you run while in class, etc. We also have access to all your files. This is to ensure the smooth operation of our network as well as to enforce the appropriate use of our computer lab.
8. You are expected to follow the standard classroom rules while in the computer lab, with special emphasis on **no horseplay** and **no food or drink** in the lab.
9. If your teacher allows, you may use the computer lab during study hall or immediately after school for academic purposes. We also on occasion reward students with “Computer Game Passes” for outstanding academic performance and character (for example, earning an “A” on a test).
10. In summary, the use of the GHCA computer lab is a privilege, not a right. If you do not follow these terms, you may lose that privilege and face disciplinary action. The computer lab is a great resource for you, and proper use and care will make sure that it remains available to all students for the entire school year.