

Computer Rules

CHS/CJHS Library Media Center

1. No Alterations

- Do not change desktop in any way
- Do not save anything to the hard drive of the machine; you may save it to a flash drive, floppy disc, CD, or to Blackboard's Digital Dropbox.
- Do not delete anything except your own Word documents
- Do not reboot the computer or turn it off

2. Use Internet for Research Only

- Display your signed **Internet Agreement Card** before clicking online
- No e-mail, chat rooms, IM, or unauthorized games
- No pornographic or otherwise objectionable use

3. Permission Needed to Print or Save Anything

- Three pages of text may be printed free per research assignment IF permission is granted first
- 10 cents per full page of text is charged (after the first three)
- Color graphics (pictures or designs) .25 to .50 per page; pay in advance
- Only new or reformatted floppy discs permitted in our computers; always scan your disc or flash drive before opening it.
- Students will be charged for "accidental" printing
- Homework printing is discouraged; charge is 50 cents per page of text, \$1.00 per page with graphics, and payable IN ADVANCE! Save your work to Blackboard and print it at home, please!

4. No Annoying Behavior

- Do not reach in front of the person sitting at the computer (Use your **words** to describe what you want him/her to do)
- Do not make unnecessary noises with your computer's keys or programs
- Do not "hog" the work station all period -- give others a turn

Please sign below to indicate your understanding of these rules and your willingness to abide by them.

(Student Signature)	(Grade)	(Date)
(Parent Signature)	(Date)	

Please return signed form to CHS/CJHS Library Media Center

Thank you,
Mrs. Imming/Library Media Teacher