

COMPUTER USE GUIDELINES

Computer Facilities

El Paso Country Day School is equipped with IBM compatible computers and use the Windows operating system.

Behavior standards for the computer room are very strict in order to ensure the safety of the students and to protect the computers. These standards are discussed the first class day in the computer room. Violation of these standards will result in the logical consequence of restricted computer privileges until the student has demonstrated increased respect for the facility.

Students are expected to:

- respect hardware and software,
- respect all data stored on the hardware, including other student's work,
- use the Internet appropriately,
- each student is required to have his/her own USB Flash Drive for document storage,
- use the school computers as needed to complete homework assignments when the computer lab or office computers are available,

Students may ***not***:

- Install hardware or software on EPCDS equipment,
- have food or drinks in the computer lab or near computer equipment,
- play computer games on the school computers which do not pertain to the day's lesson,
- use home computer failure as an excuse for not turning in homework on time.
- use EPCDS computers for e-mail, instant messaging or other *personal* use.

The office has two computers available for student use and will be happy to help print papers between 7:30 a.m. and 8:00 a.m.

I acknowledge that my child accepts the responsibilities for and complies with the guidelines for computer use as stated above and as set forth in the Student and Parent Handbook (available online at www.epcads.org).

STUDENT (Please print):		
PARENT SIGNATURE:		DATE:
Computer at Home?	YES	NO
Email Address Student:		
Email Address Mother:		
Email Address Father:		