

Mena High School 2018-2019 Student Acceptable Use Policy

Before you are allowed access to Internet and email at Mena High School, you must have on file with the Business Education Department a copy of this Mena High School 2018-2019 Student Acceptable Use Policy which states the following and is signed by both you and your parent/guardian.

- **I WILL** respect and use with care **all** the technological resources that I use at Mena High School.
- **I DO** understand and agree that it is a privilege, not a right, to have access to the Internet and email at Mena High School.
- **I WILL** at all times use technology in a moral and ethical manner and observe network etiquette. I will not access any kind of objectionable material using the computers, Chromebooks, etc, in any respect or share it with anyone in any way.
- **I DO** understand and agree that I am representing my school when using the Internet and email and should abide by all classroom and school rules when using these services.
- **I WILL NOT access outside email providers (Hotmail, Yahoo Mail, etc.)** at any time *unless given express permission.*
- **I WILL NOT** fill out any form (giving out personal information about myself, including telephone number and address) on any web page *without **express** permission from the instructor.*
- **I WILL NOT** download anything (sound files, pictures, programs, etc.) *without the **express** permission of the instructor.* Nor will I run a program over the Internet connection (**play on-line games, listen to music, etc.**) *without permission.*
- **I WILL NOT** access on-line journals or blogs of any type.
- **I WILL NOT** print from the Internet or email *without permission.*
- **I will never tell my password(s) to anyone**, will not allow anyone to use my account(s), and will log off the computer when I need to move away from it for more than a few minutes. I understand that all activity using my personal computer account(s) is my responsibility.
- **I WILL NOT** insert any file from any type of media (USB drives, CDs, DVDs, etc.) into any computer for any reason *except with express permission.* Any files brought from outside the school may not be used in any computer *without the express permission of the instructor* and may be confiscated if attempted.
- **I WILL** notify the instructor immediately of inappropriate messages I receive or become aware of. **I WILL NOT forward email** to more than two people at a time and will inform the instructor of any chain letters or inappropriate messages I receive. I will not attach files to email messages *without the express permission of the instructor.* I will not forward inappropriate messages to anyone at anytime.
- **I DO** understand and agree that my network account at Mena High School is not my private property and will never assume I am the only person who can read my email messages. I also understand that I have access to this account only while enrolled at Mena High School and that it will be terminated at my graduation or other withdrawal from Mena Public Schools.
- **I DO** understand and agree that if I abuse it, the privilege of using the Internet and email might be revoked at the discretion of the teacher and/or administration of Mena Public Schools.

I DO understand that my picture and/or my work may be displayed on web pages created at Mena High School.

Printed name	Student signature (in ink)	Date
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I understand that my child has Internet and email access at Mena High School and that he/she will be held accountable for the above statements.

I agree that my child's picture and/or classwork may be displayed on web pages created at Mena High School.

Parent/guardian signature (in ink)	Date
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