



**TVCS**  
TEMECULA VALLEY CHARTER SCHOOL

*A School Family for Your Family*

### **COMPUTER USE GUIDELINES**

Temecula Valley Charter School has provided a computer to you for school-related purposes only. The computer shall remain at all times the property of Temecula Valley Charter School. The computer must be returned upon demand by Temecula Valley Charter School or when you are no longer enrolled at Temecula Valley Charter School. You must read and sign these guidelines to use the computer.

1. Students should use the computer in a responsible, efficient, ethical, and legal manner in accordance. The use of the computer is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the policy and guidelines as a condition of using the computer. Use of the computer that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.
2. Students and parents/guardians understand that damage to or loss of the computer may result in the parent/guardian being financially responsible to repair or replace the computer.
3. Use is a privilege, not a right. Use entails responsibility and is only for educational and school business purposes. Students are individually responsible for their behavior when using the computer technology resources. General Temecula Valley Charter School rules and policies for behavior apply. Students may not engage in inappropriate behavior when using Temecula Valley Charter School resources. Inappropriate behavior may result in discipline or loss of use of the computer. Examples of inappropriate behavior include:
  - Using technology resources without appropriate permission or access rights
  - Intentionally damaging, degrading or wasting any technology resource
  - Using technology resources to harass, insult or attack others
  - Sharing or copying another's work without his/her consent
  - Altering or using another user's account, password, folders, files, etc. without the other user's express permission
  - Copying material from the Internet or Temecula Valley Charter School's computer systems and representing it as your or another's own work or violating copyright laws
  - Using technology resources to create, find, share or download offensive, obscene language and/or images or child pornography or any other visual depictions that are harmful to minors
  - Accessing or participating in real-time chatting (e.g. chat rooms, instant messaging) without the express consent of Temecula Valley Charter School personnel

- Disclosing your or someone else’s home address, phone number or other personal information
  - Providing credit card or other financial information or conducting financial transactions over the Internet
  - Knowingly participating in any way in the transmission of computer viruses or the spread of other harmful computer programs
  - Modifying or altering Temecula Valley Charter School’s computer systems (e.g. downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.) without permission
  - “Hacking,” i.e., gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering of SCHOOL’s computer systems. The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed on a regular basis
  - Using the computer for personal financial gain or in a manner otherwise inconsistent with our pedagogy, mission and goals
  - Using the computer for political activity
  - Using network resources to commit plagiarism
  - Unauthorized use, copying, or forwarding of copyrighted material
  - Unauthorized installation, use, storage, or distribution of copyrighted software
  - Using the computer for any illegal purpose
4. Temecula Valley Charter School reserves the right to access student work, files, folders, accounts, passwords, etc. and other server-based information, and to modify and/or delete those items in the interests of security, maintenance or other legitimate purposes.
5. Temecula Valley Charter School cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child’s use of the Internet.

It is possible that students may find material on the Internet that parents consider objectionable. Although students may be supervised when they use the Internet, this does not guarantee that students will never access inappropriate materials. Temecula Valley Charter School's guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should promptly report inappropriate access of material to a teacher or staff member. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school as well as from home.

Privacy

Student users of the computer must be aware that information accessed, created, sent, received or stored on the network is not private. It is subject to review by network system administrators and school personnel. System administrators and school personnel may investigate complaints regarding allegations of inappropriate computer use.

Student Name

Student Signature

Date

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Parent/Guardian Name

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Parent/Guardian Signature

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Date