Name _____   **Room** _____

Hayt Acceptable Use Policy (in Simple Terms) – 2013/2014

This information is taken from the CPS Acceptable Use Policy located at
http://policy.cps.k12.il.us/documents/604.1.pdf

1. Introduction – What You Can and Cannot Do On the Computers At Hayt

2. When Using the Computers at Hayt, you must:
   - Be a responsible user. Report any abuse or misuse of the CPS hardware, software, or Internet usage.
   - Follow the rules. It is a privilege to use CPS equipment.
   - Do not install any software on the machines unless you have permission to do so.

3. Have good manners.
   - Be polite.
   - Do NOT use bad words.

4. Keep your information private.
   - Do NOT give out your last name, address, phone number.

5. Do NOT bother others or send bad emails.
   - No chain letters or junk mail is permitted.
   - Do not threaten or make fun of anyone.

6. Bad words and pictures are NOT allowed.
   - If you see some bad words or pictures tell your teacher right away.

7. Use Computers at school for school work only.
   - Remember that CPS may search and read anything you have created while using CPS machines including emails, even if you are absent from school.
   - If you are using personal flash drives or portable hard drives on CPS equipment, CPS has the right to search those devices for security reasons.

8. Only use chat rooms and instant messaging for school work.

9. Do not put your name on someone else's work.

10. Do not copy or change someone's work without their permission.

11. What happens if you break the rules?
    - You might not be able to use the computers for a while.
    - You might have to call your parents and tell them what you did wrong.
    - You might have to talk to the principal.
    - If it was really bad, you might have to talk to the police.

Student's Signature: _____   **Date:** _____