MESIVTA COMPUTER USAGE AGREEMENT 2018- 2019

General Computer Guidelines

1) **No food or drinks** are permitted in the computer lab. This includes and is not limited to: gum, candy, snacks, and drinks.
2) **No cell phones/texting** will be tolerated in the lab.
3) Chairs should remain in front of computers and not moved.
4) All external devices and files must be scanned for viruses before use.
5) Come to the computer with **clean hands.**
6) Show respect to teachers and students. Work quietly so that you do not disturb other people. Follow the directions of the teacher or adult who is working with you.
7) Show respect for all hardware and software.
8) Use of any computer must be for educational purposes only.
9) Log on to your User ID using your password. Do not give or share your password with anyone. **Security** on any computer system is very important when there are many users.
10) Never try to access any other user's files or data.
11) Always save to **your directory** on the network server.
12) Always work from the **desktop icons.**
13) Report any hardware or software malfunction to the instructor. If your computer does not respond to a command or gives you an error message, read the message carefully. If you do not understand the message, go to the teacher for help. Do not try to fix the problem yourself by repeating a command or by exploring.
14) Always l**og off** the computer when you are finished.
15) **Do not print anything unless authorized by the teacher.** Refrain from printing multiple copies of documents. Inform teacher of any document that you wish to print that is more than three pages. Print to the printer that you have been instructed to use.
16) Clean up after yourself! Take all papers with you that you need. Throw out all others in the recycling pile.
17) Only use the door by the stairwell to enter and exit the lab.
18) Practice patience!

*YCC-TA expects every Talmid to follow the above guidelines. **Inappropriate usage will result in losing the privilege of using the computers.** System administrator and teachers will determine what inappropriate use is and their decision is final.*

I, _____, a student at Yeshivas Chofetz Chaim/Talmudical Academy, agree to abide by the above stated guidelines.

_____   _____   _____   _____

_____

(Date)   (Student Signature)   (Grade)