Computer Lab Usage and Guidelines

Policy Information

Series K - Community Relations

Computer Lab Usage and Guidelines
Policy # KF-RA

FILE: KF-RA

COMPUTER LAB USAGE AND GUIDELINES

The computer labs located in the Bourne Public School buildings can be used by community members in accordance with policy KF, and KF-R. Additionally, the following guidelines will be required:

1. All users of computer related technology in the Bourne Public Schools will be required to sign and submit to the building principal or their designee an AUP, (Acceptable Use Policy). This can be found in Section E, Support Services, Policy EHAA and can be downloaded at http://www.bourneps.org/Content2/64.

2. A written request for the use of the computer/computer lab that includes the following:

    a) Identification of the dates and times the computer(s) will be requested for use.
    b) Identification of all requested equipment to be used such as computers, projector, printers, TV's, VCR's, etc.
    c) Identification of the number of computers to be used per session, i.e. five students and one instructor.
    d) Identification of any special services, such as setting up equipment connecting to our school network, or a unique computer configuration that requires the support of the technology staff.
    e) Outline or descriptive paragraph of what the computer project will be used for, i.e. word processing, internet access, etc. including:
        i. Instructors name
        ii. Course name
        iii. Project affiliation/organization
    f) Identification of file storage needs if required. Network storage requests require the approval of the technology department. The Bourne Public Schools will not be held responsible for lost, deleted, altered or corrupted files if data is saved to the local computer. All files should/will be deleted upon completion of the course or project.

3. The following usage options **are prohibited** unless prior approval has been granted for a particular course or project.
    a) Installation of software.
    b) Downloading music or video files from the internet.

c) Downloading games or non-related programs such as Search Tool Bars, AOL, "Weather Bug" programs and screen savers.
d) Instant Messaging "IM'ing"

4. The instructor or project leader is responsible for all equipment being used and will be responsible for repair or replacement of any damaged equipment.

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