



Kentucky Department of Education
Office of Career and Technical Education

Student Enrollment - Computer Use Policy

School: _____ **Program:** _____

The use of any computer equipment is a privilege. Students must maintain the equipment in a considerate, responsible manner. Failure to cooperate with this policy will cause the student to lose the privilege to use the equipment.

Specifically, the user is expected to abide by high school policy and the following rules:

1. Sit only at your assigned work station.
2. Keep your password private.
3. Do not bring any storage device into the computer classroom without first obtaining permission from your instructor.
4. Do not take your data storage device from the classroom for use on another computer system.
5. Do not plug or unplug any cable or cord connected to the computer system. Unless instructed to do so by the teacher.
6. Do not change or delete any file except those files stored on your own student data storage device.
7. Do not mark on or deface any part of your work station.
8. Do not trespass in another's folder, work, or files.
9. Do not eat or drink in computer classroom around computer equipment.
10. Do not attempt to hack or in anyway by-pass computer security measures.
11. Do not install software, plug-ins, music, pictures, viruses, etc. on a computer unless the teacher instructs you to do so.

As a student in the Computer Lab of a Kentucky Tech Area Technology Center, I have read and hereby agree to the policy and rules outlined above.

Student Name (please print):			
Grade:		Date of Birth:	
Student Signature:		Date:	

As a parent/legal guardian of the student signing above, I have read and agree to the policy and rules outlined above.

Parent/Guardian Signature: _____ Date: _____
 Equal Education and Employment Opportunities M/F/D