

# Computer Use Contract



Mitchell Road Christian Academy is very fortunate to be blessed with computer hardware and software in our lab and some of our classrooms. It is essential for all users to be good stewards of what God has provided in the care of equipment and the ethical, honest use of software. Mitchell Road Christian Academy will maintain proper licensing for all software.

- Copying or installing software without the permission of an instructor will not be tolerated.
- Individual passwords are confidential and are not to be shared. This includes signing in on a computer for another student.
- Students are to access only those files and programs they have been specifically instructed to open.
- Students are to leave the computer in good order for the next student to use.
- Default settings are not to be changed.
- Students are not to adjust any of the computers or related equipment.
- No personal disks may be used on school computers without permission from the instructor.
- All personal disks will be scanned by the instructor.
- Students who deliberately introduce a "virus" and/or Malware to school computers will compensate Mitchell Road Christian Academy for costs involved in resolving the problem and may result in the students being suspended or expelled.
- Students are to be responsible in their use of the Internet, accessing only appropriate information and being careful with their language in e-mail.
- No files are to be downloaded from the Internet onto the school's computers without express permission of the instructor.

**Students who do not exhibit an ethical and honest use of software, who do not take proper care of equipment, or who violate any of the 11 guidelines above will lose computer privileges on the Mitchell Road Christian Academy campus.**

Student Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_  
First Name Middle Initial Last Name

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE: Computer use contracts are required for all students in grades K5 through 8 even if student is not currently enrolled in a computer class.**