**Computers, Digital Devices and Cell Phones Policies**

School-wide rules for computer, digital device and cell phone usage include but are not limited to:

1. Computers and digital devices may be used for completing academic or school-related work only. Each person has a responsibility to use equipment according to the rules posted here and those rules set forth by any classroom teacher.

2. No food, gum, or chewing tobacco allowed in the computer labs, including the IRC labs.

3. Computer games are not permitted unless directed by a teacher as part of your classroom instruction.

4. Displaying of obscene or lewd images/texts is not allowed.

5. No disruptive behavior or loud group conversations. Students must wear headphones if using music or audio recordings for class projects. When using personal ear-buds, you MUST have your teacher’s permission. Students using ear-buds without permission will have them confiscated.

6. Sharing passwords and logins is prohibited. Never let another person use your computer account. This will result in both parties being disciplined.

7. Modification of hardware and software configurations on any computer is prohibited. This includes modification of printer settings and modification of system software or operating systems. Under no circumstances may you change the resolution, background display or color, or any monitor settings unless directed to do so by your teacher.

8. Software license agreements and copyright laws are strictly enforced. Copying licensed software from the lab workstation hard drives or file servers is a violation of federal copyright laws and of school policy.

9. All students are responsible for checking computer equipment at the beginning of class and reporting any damaged or missing pieces right away. Students are responsible for lost or vandalized equipment. If something is not working correctly, STOP IMMEDIATELY, and ask an instructor.

10. Personal cell phones and digital devices will be confiscated if used outside the guidelines, rules and procedures set forth by each classroom teacher. Students are expected to learn and remember the rules, as they will differ from teacher to teacher.

Chiles High School will enforce the maximum consequences for inappropriate computer behavior including but not limited to discipline referrals and loss of privileges.