

Sacramento City USD

Exhibit

Student Use Of Technology Sacramento City Unified School District

E 6163.4

Instruction

Internet and Electronic Communication (E-mail)
Non-Use Policy

To: _____
Site Administrator

My child is NOT allowed access to Internet privileges while in a school environment. I understand that alternative methods are available for completing assignments.

Student's Name School Name

Parent/Guardian Signature Date

Exhibit SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
version: January 10, 2000
Sacramento, California

STUDENT USE OF TECHNOLOGY

Sacramento City Unified School District

Rule for Use of Computers and Computer Networks

When you use school computers you agree to:

1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.

3. Obey the rules of any computer network you access.
4. Be Considerate and respectful of other users.
5. Use school computers for school-related education and research only.
6. Not to use school computers and networks for personal or commercial activities.
7. Not change any software or documents (except documents you create).

Use of school computers and access to the Internet is a privilege

1. If you do not follow the rules, you may be disciplined and lose your computer privileges.

Do not produce, distribute, access, use or store information that is:

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems

Protect your password

1. Do not allow anyone else to use your password and do not use anyone else's password.

E-mail etiquette

1. Give only your e-mail address for communication.
2. Never give out personal information such as your home address or telephone number.
3. Protect the privacy of others; never give out personal information about yourself or anyone else.
4. Check your e-mail frequently and delete unwanted messages.

5. End e-mail messages with:.

- * Your name
- * School name
- * Sacramento City Unified School District
- * Your internet address (no more than 4 lines allowed)

6. Follow basic guidelines for good writing:

- * Be concise and brief by using descriptive titles
- * Summarize your responses and use normal punctuation
- * Check you spelling
- * Do not use capital letters

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