

E 6163.4b Instruction
Student Use of Technology

Important Information for Students and Staff

When you use school technology, computers and electronic devices 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 purposes only.

Use of school technology, computers and access to the Internet is a privilege. 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, which is:

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

Protect your password! 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 about yourself or anyone else
3. Check your e-mail frequently, and delete unwanted messages
4. End e-mail messages with a well-formatted signature:

Name
School name
Sacramento City Unified School District

5. Follow basic guidelines for good writing:
 - a. Be concise and brief by using use descriptive titles
 - b. Summarize your responses and use normal punctuation
 - c. Check your spelling
 - d. Do not use all capital letters

Post prominently in areas where District technology resources are in use

approved: June 7, 2018 Sacramento, California