

# ART LAB COMPUTER USE POLICY

As this lab is for the use of all art students, individual students will not “customize” the machines in any way.

Desktop appearance, sound and names of items already on the desktop may not be changed by students. Keyboards and mice must not be tampered with.

There are no games on the computers and that will remain the case. Students may only download images, texts and fonts that they are using for Art class projects.

Students may not eat or drink while using the computers.

Students must be cognizant of their file management. Students are responsible for saving their files within the appropriate class folders. Please do not save files or images on the desktop, as they may be deleted at any time. It is highly recommended that each student bring to class a USB drive, to use to backup their files.

Altering the appearance or sound of the computer, tampering with the keyboard, downloading games, software or widgets, changing or deleting the work of other students will result in FIVE, 40-minute detentions, after school. This penalty is in place to ensure the best operating condition of our computers for all students and for the security of everyone’s files.

**Please sign to indicate you will abide by this policy and that you understand the consequence for altering school computers.**

**Art Class & Period**

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Student name (please print)

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Student signature

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Parent/Guardian signature

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Parent/Guardian email

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