

Guidelines for TRIO Student Use of Computers

A lot of money has been spent to provide computers and software for our Trio area to help with student instruction and learning. To protect computers and software, we would like you to agree to these expectations:

1. Using the computer is a privilege. I agree to be respectful of the equipment. I will not abuse or mistreat the machines, software, diskettes, or manuals, etc.
2. I will save my work on floppy disk, jump drive or zip drive. I will not save my work to the computer. I understand that any documents saved on the computer will be deleted at the end of each day.
3. I will show good behavior while using the computers, just as I would in any classroom setting. I will not participate in inappropriate or loud conversations or talk on my cell phone for long periods of time in the study area.
4. I understand that these computers, software programs and Internet access are available to me for the sole purpose of educational use and a privilege to use as a Trio student.
5. I will not:
 - Install any software, including games
 - Print material for non-academic use
 - Handle equipment in a way that could damage it
 - Place food or drink at any workstation
 - Download any material (programs or program enhancements) from the Internet
 - Search the Internet for pornographic sites
 - Listen to Internet radio or play games
 - Copy material from the CD-ROM to the hard drive of the computer
 - Set up Instant Messenger
 - Send or display offensive messages or pictures
 - Violate copyright laws

I understand these guidelines and agree to follow them. I also understand that if I do not follow these guidelines I may forfeit the privilege to use computers in the Trio area.

Signature: _____ Date: _____