Multimedia Guidelines and Use Policies

Lake Dallas High School has computers and calculator with accessories for student use. These multimedia items are a privilege for students to use, and we expect all of you to treat the equipment with respect and care. We cannot afford to replace equipment, and restoring the computer system software is a difficult and timely process. The following guidelines are to help ensure the good running condition of our computers, so we can put an end to the various problems we have experienced, and will allow you students to continue working with the machines more successfully.

- You must have your parent’s sign the Student Handbook Acknowledgement Form, and turn it in to the appropriate place. This form also gives you access to the computers at school.

- You all have a student folder. You will save all of your work in your folder. Work that is left on the computers, and is not in its proper folder(s) will be deleted every week.

- Students are not to open any other students’ folders, nor any folder that does not pertain to your working needs.

- Folders and files are not to be moved from their original location without permission from the teacher.

- Do NOT install any applications or software without permission.

- Please do not switch around hardware such as a mouse or a keyboard.

- Computers, software, and hardware are property of the school, and shall not be removed from the classroom for any reason.

- Please report any problems or missing equipment to your teacher right away.

We feel very privileged to have these computers, and are enthusiastic about allowing you students to continue working with them. However, if any student is found to be misusing the computers, that student will loose all computer privileges for the remainder of the year.

Student Signature: ____________________________                   Date:______________
Parent Signature: _____________________________           Date:______________