



Acceptable Computer Use Agreement and Laptop Guide

The Mountain Vista Governor's School (MVGS) Governing Board has provided laptop computers to MVGS students to promote educational excellence by facilitating resource sharing, innovation and communication. These computers will be essential tools used throughout the school year. Please direct any questions or concerns to: Forrest Sherman, Computer Technician or DeAnne Wilmore, Regional Office Manager

Mountain Vista Governor's School
540-868-7238



These computers may be used at the Governor's School, base school (per school division policy), and home. In addition, students may use Lord Fairfax Community College (LFCC) computer systems in their classes.

All use of MVGS-issued or LFCC computers must be in support of education and/or research. Use of a computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or deleted files, may be monitored or read by school officials. MVGS, LFCC, and/or school division personnel maintain the right at any time to exclude a student from access to a MVGS designated laptop computer or computer system because of inappropriate or negligent use. All computers issued to students will have internet filtering software to prevent access to inappropriate internet materials. This filtering is required by Virginia State Code 22.1-70.2. Disabling or removing this filtering software may result in disciplinary action.

Students are not allowed to use personally owned computers at MVGS per MVGS Governing Board policy.

Students at MVGS who received approval and filed appropriate documentation as designated by MVGS will be allowed to take their assigned laptop computer away from the school. Upon the termination of the student's enrollment, the assigned laptop computer and all accessories must be returned to MVGS. In the event that the laptop computer and accessories are not returned when the student's enrollment is terminated, appropriate school disciplinary action will be taken until the laptop is returned.

Student Responsibility

- ◆ Students must keep their laptop computer in their possession or securely stored at their work location, or in their locker when not at home.
- ◆ Students must follow the MVGS Computer Use Agreement as well as the Lord Fairfax Community College/VCCS Technology Ethics agreement.
- ◆ No person other than the assigned student may use the laptop.
- ◆ Students are not allowed to leave laptops in hallways, auditoriums, etc.
- ◆ Students must use a computer bag or backpack for the student's assigned laptop computer and the student must transport the laptop computer in an approved backpack or bag at all times.
- ◆ Nametags must be present on the backpack and laptop computer at all times.
- ◆ The student will not damage, alter, or cause malfunction to the laptop computer or computer system.
- ◆ No food, candy or beverages should be consumed while using the laptop computer.

Unacceptable Use

Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:

- ◆ Using the network for any illegal activity, including violation of copyright or contracts, transmitting any material in violation of any federal, state or local law, or sending, receiving, viewing or downloading illegal material via the computer system.
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- ◆ Unauthorized downloading of software, including proxy servers.
 - ◆ Using the computer system for private financial or commercial gain.
 - ◆ Using the computer system for commercial purposes or private advertising.
 - ◆ Wastefully using resources, such as file space.
 - ◆ Gaining unauthorized access to resources or entities.
 - ◆ Posting material authorized or created by another without his or her consent.
 - ◆ Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - ◆ Using the computer system while access privileges are suspended or revoked.
 - ◆ Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - ◆ Bypassing or disabling internet filtering software.



Network Etiquette

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- ◆ Be polite.
- ◆ Do not forge, intercept or interfere with electronic mail messages.
- ◆ Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- ◆ Do not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about yourself or others.
- ◆ Respect the computer system's resource limits.
- ◆ Do not post chain letters or download large files.
- ◆ Do not use the computer system to disrupt others.
- ◆ Do not read, modify or delete data owned by others.
- ◆ Do not share passwords to protected sites or MVGS licensed software with unauthorized users.

A student and parent/guardian must sign the *Acceptable Computer System Use Agreement and Laptop Guide* before the student uses the designated MVGS laptop and computer systems. The failure of any student to follow the terms of the Agreement may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

Neither LFCC, MVGS nor the participating counties are responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, LFCC, MVGS and participating counties will not be responsible for any unauthorized charges or fees resulting from access to the computer system, for theft, loss or purposeful damage to the laptop computer.

Frequently Asked Questions

We are providing the following FAQ to help explain acceptable use of laptops used by MVGS students.

Am I allowed to install my home ISP (Internet Service Provider) application and printer drivers on the laptop?

Yes. You should also be aware that some applications conflict with programs. If the newly installed application conflicts with the network or interferes with the intended use of the computer, the laptop will be re-imaged.

Am I allowed to install other software on my laptop?

Any software that is to be installed on the laptop must be approved by the MVGS faculty.

Can my family use my laptop?

No. This is unacceptable use of MVGS designated property. You should be mindful that the MVGS retain ownership rights to the computers at all time. You are responsible for the machine and the material loaded onto the machine. MVGS participating districts reserve the right to seek compensation and/or take disciplinary action in instances where the machine is damaged, contains material deemed objectionable by MVGS or the division, or is being used in violation of MVGS or division regulations.

Am I financially responsible for the laptop if it is lost, stolen or damaged beyond repair while in my possession?

MVGS and your school division trusts you with the responsibility to care for the laptop while it is in your possession. MVGS expects the laptop to be under your care and control at all times. If the laptop is damaged, the liability will fall on the student to repair or replace the machine.

Laptop Loss or Theft

If your laptop is lost or stolen, do not delay in reporting the loss or theft:

- ◆ *Contact the police in the jurisdiction in which the laptop was lost. Be sure to get a report including a case number.*
- ◆ *Contact MVGS.*

Data Backup

MVGS recommends that you regularly back up your data. Using a “flash drive” is a convenient backup means. If the system needs to be re-imaged, you will lose all saved work, including passwords and bookmarks, so regular data backup is imperative.