

**COMPUTER USE POLICY**

*Computers and other learning devices are powerful tools that can enhance learning. Like other tools, a computer may be used in harmful ways. Be familiar with these guidelines and follow them when using all Telos Academy computers:*

* Academy computers are for completing school assignments and teacher directed research only.
  + Any other use of Academy computers is considered inappropriate and will result in restriction of use.
  + Academy computers are not for email, Facebook or any other form of social networking or communication.
* Only Academic staff set the terms of use for each device. Students must abide by staff directives regarding use of all devices **at all times**. (When directives from two staff contradict, the present staff’s direction takes precedence.)
* Computers may be accessed only when an Academy teacher is present.
* No after-hours access to computers (or anything else) in classrooms.
* Editing computer settings is not authorized and will result in a restriction of privileges.
* Do not attempt to install, load, or otherwise execute your own software on academy computers. This includes games of any form.
* Do not attempt to access another student’s login account or files.
* Keep the computers (and their areas) clean and organized.
* Academy computers are not for therapeutic work or principles work.
* Personal computers are not permitted at Telos Academy (unless specially approved by a therapist, the academic director and special education coordinator.)
* **Keep your password private**. Do not allow other students to know your password. Pay attention when you enter your password to check that another student is not watching you type it in!
  + Always log off when you are finished.
* This list is not all-inclusive. Any obvious inappropriate use of computers is not allowed.
* If you feel that you are not able to regulate your computer use or there are temptations that you are not ready to deal with, you may voluntarily have your account locked out until you feel you are in a better place.

Violations of proper computer use will result in restriction from using computers. In order to reinstate privileges, a contract will need to be filled out and properly signed after the required restriction period. If you get restricted 3 times, restriction will be indefinite. You will need to initiate a meeting with your therapist and the academy to determine under what conditions you may be reinstated. Major violations may also result in indefinite restriction.

*I understand and agree to abide by the Telos Computer agreement policy.*

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Computer use Reinstatement Contract**

Date of Restriction\_\_\_\_\_\_\_\_\_\_\_\_\_ Minimum length of Restriction\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accountability**

Why did you lose privileges for computer use?

**Commitment**

Describe your commitment to use computers appropriately from now on.

**Plan**

How will you follow through with your commitment to use computers appropriately?

**Confirmation**

Discuss the above information with those listed below. Have them sign that they feel you are safe to have computer access again.

Academic Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Therapist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Person who restricted you\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_