

M.C.I. Computer Use Rules

Computer use at MCI is for educational purposes only.

1. **NO GAMES** unless OK'd by your teacher for educational purposes
2. NO downloading, chats, messaging, discussion groups, blogs, or viewing personal websites or social networking sites (eg. facebook and myspace).
3. **Do NOT listen to music or watch videos online.**
4. Protect your network **password**—you are responsible for all actions on your username.
5. **No food**, candy or drinks at the computers.
6. **Print limit:** 50 pages per month—manage carefully.
7. **Space limit:** 30 MB on the network (your H: drive)
8. DO NOT try to fix any school computer equipment yourself—report problems to your teacher +/- Mrs.Barrett immediately.
9. Please **LOGOUT & SHUT DOWN** when you are finished with a computer—not just at the end of the day.
10. Clean out unneeded files often—over the summer any files that are not resumes, portfolio material or cover letters will be deleted (label your files accordingly).

Access to school computers is a privilege that you will lose if you don't follow the rules.

Updated September 2010