**LNE Computer Use Guidelines**

In addition to the Lincoln Public Schools Computer Use Guidelines, at Northeast High School the following items hold true:

1. Computer use is for school work only. No other use is allowed.
2. Students may only use a computer when supervised by staff.
3. No food or drink is allowed in computer labs or near school computers.
4. Students are to reduce printing by saving documents to their E-Disk, COBRA Drive, Goog, or Docushare. Printing is by staff permission only and for computer and business class documents, documents for other classes are to be printed in the Media Center.
5. Students are to follow copyright laws and are not to make illegal copies of protected materials. Students will not install any software, including trial versions, unless approved by a staff member.
6. Students will not use the computers for: disturbing, harassing or harming others; illegal activities; financial gain; or unauthorized purchases.
7. Students will not access obscene or offensive material or place such material on any computer system.
8. Students will respect district/school security measures and will not try to alter, vandalize, harm, spread viruses, or gain unauthorized access to computer hardware, systems, files, passwords, and blocked websites.
9. Students will only store school related files and will not alter, delete, or otherwise harm the files of other students. All files are subject to inspection and possible deletion.
10. Violation of any of the above rules can result in disciplinary or legal action and can result in the suspension of computer privileges.