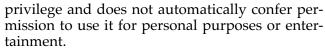### Sharing Resources

All users must share computer resources, giving priority to more important work and cooperating fully with the other users of the equipment. If you are just browsing on a computer, and another student needs it for school work, log off and free up the computer.
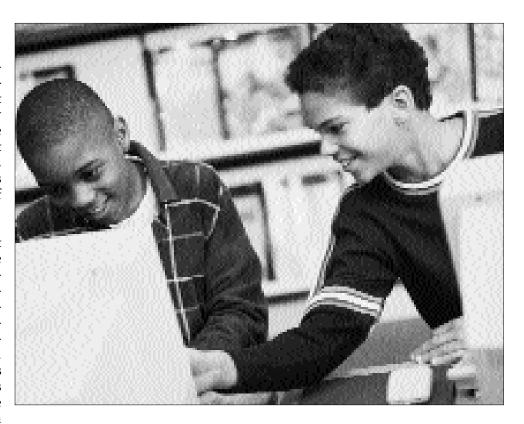
No matter how important your work may be, you are only entitled to one person's fair share of the computer access unless additional resources are available and appropriate permission has been granted. The Board only provides computer services for its own work, not for private use. Internet access is a privilege and does not automatically confer permission to use it for personal purposes or entertainment.

Use Limited Resources Wisely

All computer users should be aware that network capacity is finite and network usage costs money. Transmitting pictures through the network costs more than transmitting text. Real-time audio and moving pictures are even more expensive because they require a fresh file to be transmitted every few seconds, or even more often.

The Internet is designed for communication from one computer to another. Unlike radio or TV, it does not easily provide a way for multiple computers to pick up the same signal at the same time. If a hundred students listen to a sound file, a hundred separate copies of that sound file may have to be transmitted through the Board network, overloading it. The inclusion of audio and video in official educational activities such as Web-based instruction or student reports may be appropriate but should be used judiciously.

Passwords and Logons

DO NOT share your password or logon. The criterion is not whether you trust the other person, but whether the Board has authorized the other person to have the same access.

Passwords protect the Board's network, not just the individual machines to which they apply. Each account is to be used only by the person to whom it belongs, so that if problems are detected or abuse is alleged, the responsible person can be identified.

Stealing

Don't even try to guess or steal other people's passwords, or read their files, even if the computer permits this. Doing so would be like rummaging through someone else's backpack or locker. Even if you can pick the lock, or even if there is no lock at all, you have no right to intrude. Respect the privacy of others.