



St. Marcellinus Secondary School

Computer Classroom Policies

The school attempts to provide up-to-date computer/media equipment for use by its students. In order to maintain this equipment in good working order, it is necessary to require users to exercise good judgment and respect when using the equipment. It should also be understood that the equipment shall be for the express purpose of education.

General Use Guidelines:

1. You cannot sit at any other workstation other than your own. If the computer assigned to you is malfunctioning, **inform the teacher.**
2. As soon as you enter the room, check your computer and workstation for any damages or unusualness. Damages are to be reported immediately because if not, you will be suspected of having done them. **(Equipment damages are not tolerated and will be dealt with at the Administrative level – you may be suspended).**
3. Food or beverages are not allowed around any computer/media equipment.
4. Abusive, physical handling of any equipment by any students is not permitted.
5. Students are not to alter any computer/media equipment configuration settings or passwords.
6. **Students should use the computer equipment for class work assigned by their instructor.**
7. The school's administrator(s) reserves the right to inspect any materials stored in files in which users have access and will edit or remove any material which the system administrator(s), in their sole discretion, believes may be unsuitable.
8. The computer network may experience malfunctioning. Data may be lost, so as a precaution, backup your files on a USB key.

Code of on-line conduct:

1. Never reveal your access ID and password to anyone.
2. On a global network such as the Internet it is impossible to effectively control the content of the information. On occasion, users of on-line systems may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, move away from the web page.
3. The school is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites, which contain material of a discriminatory or harassing nature.
4. Users of the school's on-line systems will not knowingly access, upload, download, store, display, distribute or publish any information that: is illegal or that advocates illegal acts or facilitates unlawful activity; threatens or intimidates any person or suggests violence; violates or infringes the rights of any other person according to the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms.

Prohibited Uses and Activities

1. Copy, download, install or run viruses or other inappropriate or unauthorized materials such as **games, files, scripts, fonts, or dynamic link libraries (DLL's)** from any source.

2. Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials.
3. Copy, transfer or use files, programs or any other information belonging to the school or district for any reason whatever unless the licensing specifically permits such actions.
4. Attempt to subvert the school networks by breaching security measures, hacking accessing records without authorization or any other type of disruption.

User Agreement Violation Consequences

First Offense (per semester)

1. Warning and written report.

Second Offense (per semester)

1. Warning and written report.
2. Phone contact with parent.
3. The "Computer Classroom Policies" form will be sent home for parents to review and sign.
4. Loss of computer/media equipment privileges for 1 class day.

Third Offense (per semester):

1. Warning and written report
2. Conference with parents, and/or letter sent to parents with copies of infraction reports for the first and second offenses
3. Loss of computer/media equipment privileges for 2 class days
4. Disciplinary consequences in accordance with the gravity of infraction

Fourth Offense (per semester):

1. Conference with parents, and/or letter sent to parents with copies of infraction reports
2. Written report sent to the school administration and computer lab administrator
3. Loss of computer/media equipment privileges for 5 class days
4. Disciplinary consequences in accordance with the gravity of infraction

Fifth Offense (per semester):

1. Conference with parents, and/or letter sent to parents with copies of infraction reports
2. Written report sent to the school administration and computer lab administrator
3. Loss of computer/media access privileges to the school board computers
4. Disciplinary consequences

User Agreement

Computer, Network, On-line Resources Access

I have read the user agreement guidelines, understand them, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may lose all privileges to use the school board equipment. I also understand that inappropriate or illegal use of the equipment/facilities may result in civil or criminal lawsuits. Parents and/or guardians may be held financially accountable/responsible for inappropriate use by their child.

Name _____ Grade _____ (please print)

Student Signature _____ Date _____

Parent Signature _____ Date _____