

Maple Leaf International School

Computer & Mobile Classroom Use Agreement

The school's computer network requires co-operation among ALL users to ensure the security of information for each student. The computer facilities have been acquired for academic purposes only and, as such, should be used accordingly.

When Using Mobile Classroom Laptops:

- Each student will be assigned a laptop and will be held responsible for this laptop.
- Laptops are checked in/checked out using the Library's system under teacher supervision.
- Laptops are to be returned to the Library at the end of every class.
- Laptops are for academic use only.

When Using Computers At This School:

- When finished with the computer, please make sure to exit. **DO NOT TURN OFF, SHUTDOWN, OR RESET THE MACHINE WITHOUT PERMISSION.**
- Push your chair in neatly at your station and dispose of any scrap or unwanted paper before you leave the area.

Important Computer Policies:

- Installing programs onto the computers/laptops is NOT allowed without permission of the network administrator or the Principal. This includes games, MSN Messenger and Kazaa, Lime wire, P2PNetworks, FTP programs, or any other programs deemed as inappropriate by administration.
- The computers are not to be used for non-educational activities or purposes such as e-mailing your friends, internet chats, playing games, Facebook, Twitter and You-Tube.
- Under no circumstances are students allowed to tamper with system files.
- Sending, creating, storing or displaying inappropriate mail, messages, documents, or graphs are not allowed on any school computer.
- Do not go to any sites that are inappropriate. (NO nudity, profane language, violent content, hate related or offensive sites).
- No illegal activities, viewing of private information or hacking of sites or files is permissible.
- No food, liquids, snacks, or gum are to be taken into or consumed in any room with computers.
- You have a limited storage space maximum. For this reason, clean out old or unwanted files regularly.
- Please make sure to store your files on a memory stick whenever possible.
- Students do NOT move any computer or its components from its original location without teacher permission.
- Report any damage to equipment at the beginning of class.
- Students who waste or use excessive quantities of computer paper may be charged for the paper. This encourages the responsible use of the school printing resources. Students are encouraged to read their documents carefully from the screen before printing to prevent waste.
- Do not store files on PC's as they may be lost if the PC is reformatted or the systems become damaged or unstable.
- Do not disassemble any computer mouse or keyboard.

Violation of these Rules may result in one or more of the following, in keeping with the Student Code of Conduct:

1. Disciplinary actions from the teacher.
2. Loss of computer access.
3. Disciplinary actions from the principal and/or vice-principal.
4. Liability for damages.
5. Where appropriate, law enforcement agencies will be involved.

I, the undersigned, have read and understand the information above, and agree to abide by its conditions when using the computer system at Maple Leaf International School.

Student Name (Print): _____ Homeroom: _____

Student Signature: _____ Date: _____ 0__

Parent's Signature: _____